

**Sheffield City Schools**  
**Job Description – Assistant Principal**

**POSITION TITLE:** Assistant Principal

**QUALIFICATIONS:** Master's degree or higher from an accredited institution. A valid Alabama Professional Educators Certificate to practice as a school principal. Three or more years successful experience as a classroom teacher at the level for which you are applying (K-6 elementary or 7-12 secondary). Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To assist the principal in providing effective leadership and supervision that promotes the maximum well-being of each student in the school.

**SUPERVISES:** Certificated and classified staff as assigned by the principal

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Assists in providing effective leadership/general management in planning, developing, implementing, and evaluating the instructional program.
2. Assists in interpreting and enforcing federal and state laws and state and local board policies.
3. Assists the principal in personnel functions.
4. Completes assigned classroom observations.
5. Assists the principal in securing, maintaining, and managing material resources.
6. Assists in preparing and administering the school budget and supervising school finance.
7. Assists the principal in assuming responsibility for scheduling.
8. Assists in ensuring that students receive appropriate placement and services.
9. Plans and accomplishes personal professional growth and demonstrates professional ethics.
10. Demonstrates proficiency in written and oral communication.
11. Assists in providing professional growth opportunities for staff.
12. Assists in communicating and clarifying the school's mission to students, staff, and community.
13. Assists in providing a safe, orderly environment that facilitates teaching and learning.
14. Assists in providing a climate of high expectations for staff and students.
15. Assists in providing effective student management at the school and at school-related events.
16. Assists in facilities management and the upkeep and maintenance of the school campus.
17. Assists with the planning and supervision of cocurricular and extracurricular activities.
18. Works cooperatively with the principal to implement and follow the Alabama Standards for Instructional Leaders developed by the Alabama State Department of Education.
19. Performs other responsibilities as assigned by the principal.

**TERMS OF EMPLOYMENT:** Twelve months

**SALARY:** Salary in accordance with Board approved salary schedule

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessments and evaluations.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.