

Newport News Public Schools

Job Description

Job Title: Assistant Principal IV, Operations
Position Code: 6E35
Job Classification: Exempt

Supervisor: Principal
Pay Grade: 43
Contract Length: 245 Days

Job Summary

Position is responsible for assisting the school principal in the planning, organization, administration, and management of an assigned secondary school. Position assists with supervising staff, creating a safe environment, monitoring curriculum, budget development, and other duties associated with the successful operation of a secondary school.

Essential Duties

1. Assists the secondary school principal in the general administration of the school.
2. Assists with interpreting and enforcing all school board policies and administrative regulations.
3. Assists in developing, administering, and evaluating the secondary school curriculum and instructional programs at the assigned secondary school.
4. Assists the secondary school principal with supervising and monitoring student attendance, counseling, child studies, assessment, and other pupil services.
5. Assists in coordinating transportation, custodial, cafeteria, and other support services at the assigned school.
6. Coordinates standardized student-testing programs in the school.
7. Counsels students and administers disciplinary action when necessary.
8. Conferences with parents of students on a regular basis concerning discipline, academic achievement, and any other parental concerns.
9. Assists with organizing and supervising the school's extracurricular program, intramural programs, and after school tutorial programs.
10. Assists the secondary school principal in the supervision and performance evaluation of all staff assigned to the school.
11. Performs classroom observations and conferences with teachers to improve the instructional program.
12. Assists in the preparation of the master schedule, student schedules, school calendar, & other schedules as requested.
13. Assists in preparing and administering the school's budget and finances.
14. Assists in the supervision of, and participates in, evening and weekend school sponsored activities, athletic events, and special meetings to include PTA board, community support meetings, and parent workshops.
15. Assists in school safety inspections, safety drill practice activities, and emergency evacuation procedures.
16. Acts as a liaison between the assigned secondary school, the general public, and local community groups to foster understanding and solicit support for overall school objectives and programs.
17. Assists the secondary school principal in the administration of the federal lunch program, substitute teacher requests, student field trips, data processing concerns, and staff development activities.
18. Assists in the development of good community relations, providing school tours, and working to create a positive image for the school.
19. Serves as principal in the absence of the secondary school principal.
20. Monitors halls, school grounds, and pupil movement to ensure a safe and orderly environment at the assigned school.
21. Assists in preparing all required building reports and records.
22. Ensures that there are adequate supplies, textbooks, and equipment for the assigned secondary school.
23. Models nondiscriminatory practices in all activities.

Other Duties

1. Assists the secondary school principal with interviewing and recommending qualified candidates for vacancies within the assigned secondary school.
2. Initiates and maintains effective liaisons with professional societies to keep abreast of developments and research in the profession.
3. Performs any other related duties as assigned by the school principal or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master’s degree and be eligible for a Virginia Postgraduate Professional License in administration and supervision. Must possess at least three years of successful experience as a teacher with some experience at the secondary school level. Some teaching experience in the arts/communications or magnet school programs preferred. Must possess a comprehensive knowledge of the current issues, principles, and practices in public secondary school education and the ability to apply them to the needs of a school. Must possess knowledge and effective skills in curriculum development, instructional practices, interpretation of test data, and budget development. Must possess the ability to assist with administering and managing the operation of a secondary school. Must possess the ability to plan and supervise the work of others. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and the public.

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: All staff assigned by the principal

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Principal III will be required to follow any other instructions and to perform any other related duties as assigned by the principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals: _____
Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date