

BEDFORD COUNTY BOARD OF EDUCATION

TITLE	Assistant Principal (Grades K-5th)
QUALIFICATIONS	<ol style="list-style-type: none">1. Valid teacher's license with appropriate endorsements.2. Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree.3. Intermediate computer skills.4. Meets all health and physical requirements.
JOB GOAL	To assist the principal in providing school-wide leadership and perform administrative and supervisory duties as assigned by the principal.
ACCOUNTABLE TO	School Principal
ESSENTIAL FUNCTIONS	<ol style="list-style-type: none">1. To serve as acting principal in the absence of the regular principal.2. Assist in the general administration of the total school program.3. Assist with teacher observations and evaluations.4. Assist with daily delivery of school bank deposits.5. Maintain accurate attendance records for certified and support personnel (excluding custodial staff), arrange for substitute teachers/workers, and submit required local and state reports of such.6. Supervise or delegate supervision of all student activities, including but not limited to morning and afternoon bus duty and duty-free lunch.7. Responsible for textbook and supply distribution.8. Maintain current school inventory.9. Plan, implement, and supervise programs which promote a positive school climate.

10. Assists in maintaining discipline throughout the student body and deals appropriately with special cases, as necessary.
11. Develop and implement instructional goals and specific achievement objectives.
12. Interact with faculty in planning, modification and implementation of the instructional program consistent with student needs and state and local requirements.
13. Assist with student class scheduling and assignment of students to classrooms.
14. Promotes positive public relations between the school and community.
15. Performs such other tasks and assumes other responsibilities as may be assigned by the principal.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.

4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Manual Dexterity: Ability to move the hands and fingers easily.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

SALARY	As per current state and local salary schedules plus 20 days.
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CONTRACT LENGTH	220 days-EXEMPT
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SICK LEAVE	1 day per month of service
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PERSONAL/PROFESSIONAL	2 days per year
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VACATION	As per current Board Policy
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EVALUATION

Performance will be evaluated in accordance with local and state guidelines.