

Position Guide Dawson County School System

Title:	
Elementary Assistant Principal	
Date Approved:	Date Revised:
7/19/04	
Reports To:	Terms of Employment:
Elementary Principal	10 ½ months
Supervises:	Pay Schedule/Grade:
Assists principal in supervision of all students and staff.	State + Local Supplement
	Descriptor Code:
Qualifications:	
Master's Degree; leadership training/experience preferred. Minimum three years teaching experience. Valid Georgia certification in assigned field. Must be trained in or be willing to be trained in GTOI.	

Superintendent



Elementary Principal



Elementary Assistant Principal

Performance Responsibilities:
<p>Meet with grade chairpersons and grade levels to set instructional goals that address weaknesses that are identified through test score analysis.</p> <p>Meet with grade levels to write lesson plans that address these identified needs.</p> <p>Evaluate teachers on methods they use to teach skills in their grade level, and assist the principal with GTOI evaluations.</p> <p>Help teachers with classroom management techniques and with disruptive students.</p> <p>Work with the counselor on the SST process.</p> <p>Meet with grade chairpersons to study test scores of previous years to establish strengths and weaknesses.</p> <p>Coordinate testing in all grade levels and act as contact person for system test coordinator.</p> <p>Closely monitor textbooks and teaching activities to insure proper skill development.</p> <p>Manage a calendar to set events according to standards and advise principal as to the effectiveness and appropriateness to educational objectives.</p> <p>Work with parents to help get them involved in the school.</p> <p>Keep teachers informed of staff development activities and coordinate this with the system staff development coordinator.</p> <p>Supervise all school activities in the absence of the principal.</p> <p>Communicate daily with the school principal regarding each area of responsibility.</p> <p>Assist the principal in the direction and supervision of the various activities of the school, including bus, break, and lunch duty, duty rosters, facility inspections, locker procedures, registration, etc.</p> <p>Work cooperatively with all members of the administration of the system.</p> <p>Monitor class size requirements for each program area.</p> <p>Assume all other duties assigned by the principal or designee.</p>