

## Position Guide Dawson County School System

<b>Title:</b>	
Middle School Assistant Principal	
<b>Date Approved:</b>	<b>Date Revised:</b>
8/9/1982	1/10/05
<b>Reports To:</b>	<b>Terms of Employment:</b>
Principal	11 months
<b>Supervises:</b>	<b>Pay Schedule/Grade:</b>
Assists principal in supervision of all students and staff.	State + Local Supplement
	<b>Descriptor Code:</b>
<b>Qualifications:</b>	
Master's Degree Leadership certification in Administration and Supervision Minimum of 3 years teaching experience preferred	

**Superintendent**



**Principal**



**Middle School Assistant Principal**

<b>Performance Responsibilities:</b>
<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>Enforce the policies concerning student discipline.</p> <p>Supervise student activities, assemblies, and extracurricular activities during time assigned as assistant to the principal.</p> <p>Work cooperatively with all members of the administration of the system.</p> <p>Work with student organizations and the principal in administering the vending machines at the school.</p> <p>Coordinate testing in all grade levels and act as contact person for system test coordinator.</p> <p>Assist the principal in the budget process.</p> <p>Assist the principal in the employee evaluation process.</p> <p>Supervise the school in the absence of the principal.</p> <p>Assume all other duties as assigned by the principal or designee.</p>