# Position Guide
## Dawson County School System

**Title:**
Middle School Assistant Principal

**Date Approved:**
8/9/1982

**Date Revised:**
1/10/05

**Reports To:**
Principal

**Terms of Employment:**
11 months

**Supervises:**
Assists principal in supervision of all students and staff.

**Pay Schedule/Grade:**
State + Local Supplement

**Descriptor Code:**

**Qualifications:**
- Master’s Degree
- Leadership certification in Administration and Supervision
- Minimum of 3 years teaching experience preferred

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