

Position Guide Dawson County School System

Title:	
High School Assistant Principal for Instruction	
Date Approved:	Date Revised:
6/11/01	
Reports To:	Terms of Employment:
High School Principal	12 months
Supervises:	Pay Schedule/Grade:
The school in the absence of the principal.	State + Admin. Supplement
	Descriptor Code:
Qualifications:	
Master's Degree Leadership certification in Administration and Supervision	

Superintendent



High School Principal



**High School Assistant Principal
For Instruction**

Performance Responsibilities:

- Works with the principal, department chairs, and the Associate Superintendent in the development of curriculum materials including scope and sequence and course guides for all high school classes.
- Coordinates the selection, approval, and purchase of textbooks and other instructional materials.
- Makes recommendations to the principal concerning instructional program budget items.
- Develops the master schedule of courses for each semester.
- Monitors class size requirements for each program area.
- Coordinates testing in all grade levels and acts as contact person for system test coordinator.
- Works with the staff to interpret state, county, and building test results for the improvement of the instructional program.
- Meets with department chairs and others to set instructional goals that address weaknesses that are identified through test score analysis.
- Evaluates teachers on methods they use to teach skills in their academic area and assists the principal with GTOI evaluations.
- Assists teachers with classroom management techniques, instructional strategies, use of technology, and other effective instructional approaches.
- Keeps teachers informed of staff development activities and coordinates this with the Associate Superintendent.
- Makes recommendations for revisions in school programs and works to implement those revisions.
- Serves as the SST Coordinator and insures that an effective model is developed, implemented, and enforced.
- Assists the principal in the direction and supervision of the various activities of the school, including duty rosters, facility inspections, locker procedures, registration, etc.
- Supervises student activities, assemblies, and extracurricular activities during time assigned as assistant to the principal.
- Works cooperatively with all members of the administration of the system.
- Assists the Assistant Principal for Discipline with discipline problems as necessary.
- Maintains and revises the Faculty Handbook on an annual basis.
- Supervises the school in the absence of the principal.
- Communicates daily with the school principal regarding each area of responsibility.
- Assume all other duties as assigned by the principal or designee.