

**TITLE:**                    **PRINCIPAL (Assistant)**

**FLSA: EXEMPT**

**QUALIFICATIONS:**

1. A Master's Degree or higher from an accredited educational institute.
2. Certificate in Educational Leadership or Administration and Supervision.
3. Three years successful experience as a classroom teacher.
4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

**REPORT TO:**            Principal

**SUPERVISES:**        All school assigned personnel

**JOB GOAL:**    To assist the Principal with all administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the District.

**PERFORMANCE RESPONSIBILITIES:**    \*Essential Performance Responsibilities

- \* 1. Serves as principal in the absence of the regular principal.
- \* 2. Assist the principal in the overall administration of the school.
- \* 3. Perform such other duties as may be assigned by the Superintendent or Assigned Designee.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet to moderate.

**TERMS OF EMPLOYMENT:**    Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**            Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.