

**MUSTANG PUBLIC SCHOOLS**  
**MUSTANG, OKLAHOMA**

<b>TITLE:</b>	Assistant Principal
<b>QUALIFICATIONS:</b>	Administrator's Certification for the Appropriate Level
<b>REPORTS TO:</b>	Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the principal in the general administration of the school.
2. Supervises and evaluates faculty and staff.
3. Assists in coordinating and approving site events, assemblies, field trips, performances and community programs.
4. Supervises school extracurricular activities.
5. Coordinates parent, faculty and student groups to enhance educational programs and activities.
6. Assists in the coordination of professional development programs.
7. Assists in the preparation of master/student schedules.
8. Assists the principal with requisitions of textbooks, supplies and equipment and maintains appropriate receipts and records.
9. Assist staff to compile annual inventories and/or textbook inventories.
10. Assists Directors and principals in the responsibility for coordinating transportation, custodial, cafeteria and other support services.
11. Supervises the reporting and monitoring of student attendance and performs investigative follow-up as needed.
12. Supervises student conduct, implements disciplinary procedures and maintains disciplinary records.
13. Assists the principal in the preparation of the teacher and student handbooks.
14. Participates in Individualized Educational Plan (IEP) conferences as needed.
15. Works to provide a safe learning environment.
16. Establishes and maintains positive relationships with parents, students, teachers, and colleagues.
17. Maintains professional standards of conduct and communication.
18. Maintains confidentiality.
19. Serves on site and/or district committees.
20. Approves all requisitions and work orders for the site as assigned by the principal.
21. Assists the principal with supervision of adoption of all course offerings, textbooks and instructional materials.
22. Manages student data systems.
23. Assists the principal in establishing and updating site crisis plan and exercises decisive leadership in crisis situations.
24. Assists in the recruitment, selection, retention, promotion, and assignment of personnel.
25. Assists in development of site improvement plans.
26. Assists principal with implementation and promotion of district policy, procedures and initiatives.
27. Submits reports to appropriate administrators as requested in a timely manner.
28. Assists teachers and support staff in their professional growth.
29. Assists parents, counselors, and teachers in meeting student's academic and behavioral needs through interventions, programs, and/or retention.
30. Abides by all district, state and federal laws, policies and procedures.

31. Performs other duties as assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

Number of contract days and compensation based on Board approved administrative salary schedule and employee work calendars.

**EVALUATION:**

Job performance will be evaluated annually by the principal.

**PHYSICAL DEMANDS:**

Ability to continuously stand and walk for extended periods of time.

Ability to walk or move long distances from location to location around the building multiple times each day.

Ability to bend, climb stairs, and lift frequently.

Ability to lift up to 10 pounds frequently.

Ability to do outside duties in inclement weather.

Revised: 10-04-99

Revised: 12-08-08

Revised: 12-8-14