



ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

JOB DESCRIPTION

TITLE: Middle School Assistant Principal

QUALIFICATIONS:

1. Hold a valid Alabama Certificate to serve as an Administrator.
2. At least 5 years successful experience in public education/3 years of successful teaching experience.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Principal

SUPERVISES: Students and assigned personnel

CONTRACT DAYS: 212 days

SALARY: Salary is based on appropriate step on the approved OCS salary schedule.

EVALUATION: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

JOB GOAL: To serve as an instructional leader of the school and work with staff, students, and community to ensure a high quality educational program. To use leadership, supervisory, and administrative skills to promote the educational development of each student.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Attend school during assigned hours.
2. Adhere to school system rules, administrative procedures, local board policies, and state/federal laws.
3. Attend faculty and other assigned meetings.
4. Participate in the State Board and system required in-service and professional development.
5. Assists in implementing all policies and rules governing student life and conduct.
6. Perform reasonable duties necessary for the safe and effective operation of the school.
7. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
8. Exhibit positive human relation skills and professional ethics.
9. Demonstrate proficiency in written and oral communication.
10. Demonstrate competency in the use of technology.
11. Contribute to the overall development of an effective school program.

12. Record and maintain necessary records and reports.
13. Provide supervision and discipline of students as needed to support faculty and staff members.
14. Work constructively with parents, students and other teachers/staff.
15. Comprehensive knowledge of current curriculum, instructional practices, and technology integration.
16. Assist the principal in the development, revisions, and evaluation of the curriculum.
17. Supervise all teachers, custodians, clerks, and other school employees and supervise the school's teaching process.
18. Assist the principal in personnel functions (orientation, training, supervision, evaluation, mentoring, etc.).
19. Evaluate student performance.
20. Plan and supervise fire drills, tornado drills, and an emergency preparedness program.
21. Assist the principal with regular faculty meetings requiring all teachers attend or establish process to ensure everyone receives information.
22. Engage in personal professional growth and demonstrate professional ethics and leadership.
23. Attend and/or supervise assigned school sponsored activities, functions, and athletic events.
24. Encourage and work with school support organizations including parent-teacher groups.
25. Supervise the maintenance of accurate records on the progress and attendance of students.
26. Responsible for student discipline and required reporting procedures.
27. Assumes responsibility to see that each child is under the direct supervision of a teacher at all times during the school day.
28. Assist with supervision of appropriate financial accounting, record keeping, and required reporting.
29. Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
30. Communicate concerns and requests to teacher in an appropriate and timely manner.
31. Assumes overall responsibility for the school in the absence of the principal.
32. Perform other duties as might be reasonably assigned by the Principal or Superintendent or by direction of the Board.

PHYSICAL DEMANDS: Requires sufficient physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.

DATE OF LAST REVIEW: 06/12/25

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This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Oneonta City Board of Education reserves the right to amend the job description as needed, without notice.

Oneonta City Schools is an equal opportunity employer and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, creed, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Reviewed and agreed to by: _____
 Printed name of employee/applicant Signature Date: