

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT  
JOB DESCRIPTION  
SECONDARY ASSISTANT PRINCIPAL**

**Summary:** Assist the Principal in the overall administration of the school including the instructional program, building administration, personnel/staffing, pupil services and school/community relations. Serves as Principal in the absence of the regular Principal. The Assistant Principal reports directly to the Principal. The position includes the duties and responsibilities below and other functions as assigned by the Principal.

**Qualifications:** A Master's Degree (minimum); appropriate NYS administrative certificate in Educational Administration

AND

A minimum of five years teaching experience.

Such alternatives to the above qualifications as the District may find applicable.

**Essential Duties and Responsibilities:**

1. Assists the Principal in the development, implementation, improvement and evaluation of the instructional program ensuring conformance to state standards, the District's mission statement, and Board of Education goals and policies.
2. Works collaboratively with all staff to strengthen the instructional program.
3. Confers with teachers, students and parents concerning educational and behavioral problems in school.
4. Assumes responsibility for the safety of students and staff. Plans and supervises fire drills and an emergency preparedness program. Monitors the safety and security of school facility.
5. Establish effective communication and maintains positive relationships with District Administrative Offices, students, staff, parents and community.
6. Works with Principal in compiling the annual budget requests.
7. Assists in the preparation of the master schedules, staff assignments, student scheduling, accumulative records and attendance reports.
8. Assists in the communication, implementation and observance of all Board policies and regulations by staff and students.
9. Assists the Principal in teacher evaluations.
10. Responsible for duty assignments as directed by the Principal.
11. Attends special events held to recognize student achievement, and attend school-sponsored activities, functions, and athletic events, when possible.
12. Keeps informed of progress and new developments in field of specialty. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.

**Job Description (Continued)**  
**Assistant Principal**

13. Be aware and involved in all department fund-raising events and assumes responsibility for the proper handling of funds. Manage a petty cash fund.
14. Be responsible for the inventory of school property and for the security and accountability of that property.

**Reports to:** Building Principal  
**Prepared by:** James Donovan  
**Approved by:** Dr. Roberta Gerold, Superintendent of Schools