



*Where Excellence and Creativity Merge*

## Fayette County Public Schools Human Resources Department

205 LaFayette Ave., Building A  
P.O. Box 879  
Fayetteville, Georgia 30214-0879

# Assistant Principal

### DESCRIPTION:

Use leadership, supervisory and administrative skills to assist the principal in promoting the educational development of each student; support the principal's efforts to provide administrative, instructional and professional leadership to faculty and staff members; assist the principal with the administration of all components of an effective school operation.

### REQUIRED QUALIFICATIONS:

1. Master's degree from a Professional Standards Commission approved accredited college or university in an educational field
2. Hold or be eligible for a valid Professional Standards Commission approved certificate in educational leadership
3. Proficiency in generally recognized administrative/management computer applications
4. Experience in a leadership role at the building level (e.g. team leader, counselor, administrator)
5. Excellent oral, written and interpersonal communication skills

### PREFERRED QUALIFICATIONS:

1. Minimum of five (5) years' experience as a classroom teacher

### SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Demonstrate prompt and regular attendance
2. Provide administrative and supervisory support to the principal and assume responsibility in the absence of the principal
3. Keep the principal apprised of activities, situations, and developments that effect the school operation
4. Assist with establishing and maintaining a school culture of high academic expectations, positive behavior, and safety for all stakeholders
5. Gather and analyze a variety of data to use in planning and decision making
6. Demonstrate appropriate knowledge of curriculum; assist with initiating, designing and implementing programs to enhance student learning and teacher effectiveness to meet specific needs of the school
7. Assist with planning, implementation, and coordination of curriculum and all instructional programs and non-instructional programs
8. Maintain high standards of student conduct and enforce discipline
9. Assist in the selection, induction, supervision and evaluation of all school personnel
10. Perform administrative roles such as testing coordinator, Student Support Team coordinator, registrar, athletic director, etc. as assigned by principal
11. Assist in providing appropriate school-wide professional learning based on student and staff needs
12. Communicate effectively with students, parents, staff, community and central office personnel
13. Perform other duties as assigned and allowable by intended program

**REQUIRED DUTIES**

**& RESPONSIBILITIES:** The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.

**PHYSICAL DEMANDS:** Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

**REPORTS TO:** Principal

**SALARY:** Salary is based on D008/210 Days (High School), D009/210 Days (Middle School) or D010/210 Days (Elementary School) of the Fayette County School System's Administrative Salary Scale. Employee benefits include health insurance, flexible benefits and retirement plans. Employer contributions are included with some plans.

**ADDITIONAL COMMENTS:**

External applicants should apply online at <http://www.fcboe.org>. Complete application packets consist of:

- Letter of Interest that refers to the desired position by position title
- Current résumé
- Completed online application (<http://www.fcboe.org>)
- Copies of all valid professional certificates (as applicable for position)
- College transcripts or high school diploma or state approved high school equivalent (as applicable for position)
- Three Fayette County Public Schools Reference Forms (<http://www.fcboe.org>). These reference forms must be written within one year of application date. Two of the references must be from persons who have directly supervised the applicant: (1) a current supervisor and (2) the most recent former employer/supervisor.

It is the policy of Fayette County Public Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions or to request accommodations based on a disability, contact the Human Resources Department (770.460.3535).