

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Assistant Principal  
Job Class Code: 1020  
Pay Scale: per salary schedule

Reports to: Principal  
Work Schedule: per salary table  
Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Communicates openly and often with the principal and all other staff members.
- Assumes a leadership role with the SBDM Council, as appropriate, in addressing areas within the realm of council authority
- Supervises certified and classified personnel as assigned by the principal
- Serves as a communication link between school and home; assumes responsibility for school correspondence, general correspondence, notices for general distribution to the school community, etc.
- Participates in curriculum study and revision
- Directs and assists in preparing all reports required through assigned responsibilities.
- Enforces the observation of all school policies, rules, and safety regulations
- Promotes the care of the buildings and grounds, calling attention to problems and repair issues
- Supervises the student-teacher and internship programs
- Participates in establishing and maintaining community relations, including the use of the school facility
- Cooperates with student groups in defining and achieving the overall objectives and effectiveness of the total school program
- Coordinates and supervises extracurricular and co-curricular programs/activities as assigned.
- Cooperates as a consultant and advisor to the central administrative staff and supervisory personnel as required
- Supervises and promotes student's educational progress.
- Supervises and adheres to federal, state, district school policies.
- Supervise curriculum objectives and implementations.
- Supervises all certified and classified personnel assigned to the school; assumes the responsibility for completion of all staff evaluations within the building.
- Analyses assessment data to increase student achievement
- Assists the principal in performance of other duties as assigned
- Maintains regular attendance and professional appearance.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

Education: Bachelor's and/or Master's Degree  
Certification/Licensure: Valid Kentucky Principal administrative certification

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*