

Assistant Principal

REPORTS TO: Principal

DEFINITION: Provides support and assistance to the school principal. Assists in planning, implementing, directing, and evaluating school programs and activities. Supervises professional and support staff. Performs other duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES:

- Assists the principal in defining the school's mission and communicating goals and expectations of the total school program.
- Provides instructional leadership, in concert with the principal, for the implementation of the curriculum of the Baltimore County Public Schools.
- Assists in coordinating the instructional program of the school in conjunction with the appropriate school and central office staff.
- Assists the principal in supervising the instructional program of the school.
- Assists the principal in leading the process of continuous school improvement.
- Monitors and assesses student achievement and participation outcomes with appropriate data collection and analysis.
- Assists the principal in supervising and evaluating the effectiveness of all school personnel.
- Assists in creating a productive work climate by gaining the cooperation of staff and students.
- Administers and coordinates school discipline and maintains necessary discipline records. Serves as liaison in coordinating supportive services and other social agencies to help meet student and family needs.
- Coordinates and supervises student activities. Writes reports relative to conferences, suspensions, court reports, etc.
- Assumes responsibility for maintaining attendance procedures.
- Engages in professional activities that contribute to leadership development.
- Assists in determining and implementing school organization, student placement and evaluation, and services and programs that provide for the needs of children.
- Provides for changes in schedules and programs to meet the needs of individual students.
- Communicates effectively with students, staff, administrative and supervisory personnel, parents, and the community.

- Assists the principal with the responsibility for the business management functions of the local school finances.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Graduation from a regionally accredited college or university with a master's degree, with appropriate course work in leadership, pedagogy, and supervision,
- Three years of outstanding teaching experience.
- Completion of the Aspiring Leader modules of Baltimore County Public Schools Leadership Development Program is preferred.
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- Note: External candidates require one year of outstanding experience as a school assistant principal or principal.
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Licenses and Certificates:

- Possession of, or eligibility for, a Maryland Advanced Professional Certificate with an Administrator I endorsement is required.
- A comparable out-of-state leadership or school building leadership certification transferrable to Maryland will be considered.

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of pedagogy.
- Knowledge of the principles and practices of public education administration.
- Knowledge, skill, and successful experience with the school improvement process.
- Knowledge, skill, and successful experience in the use and analysis of school performance data.
- Outstanding oral and written communications skills.
- Possession of technology competency (e.g., database, internet, spreadsheet, word processing, and related applications)
- Skill and experience in data analysis and application.
- Ability to establish and maintain effective working relationships.
- Ability to properly maintain confidential information.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

The work of this class is performed in a school environment.

CONDITIONS OF EMPLOYMENT:

Requires attendance at evening meetings and weekend activities as required.

Pre-Employment Requirements:

- All persons employed by the Baltimore County Public Schools, regular and temporary, are required to be fingerprinted and have a criminal background investigation (State of Maryland, Senate Bill 315, effective October 1, 1986) completed. The fee charged for fingerprinting is \$67.75. An identification card will be issued which must be shown prior to employment.
- Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the US.
- If you have military experience you will be asked to provide a copy of DD214.
- Official transcripts for all higher education must be received prior to contract signing.
- Some positions will require employees to undergo a physical examination and/or drug testing.
- All newly hired personnel **must** attend a ***Badges and Benefits*** session.
- Additional job verification will be required for salary credit.

Non-Discrimination Statement

The Board of Education of Baltimore County does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, genetic information, disability, or veteran status in matters affecting employment or in providing access to educational programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the Board's nondiscrimination policies should be directed to: EEO Officer, Office of Equal Employment Opportunity, Baltimore County Public Schools, 6901 Charles Street, Building B, Towson, Maryland 21204 (443-809-8937). There is a compliance officer responsible for identifying, preventing, and remedying prohibited harassment concerning students. Complaints of harassment should be directed to the executive director, Department of School Safety and Security, 9610 Pulaski Park Drive, Suite 219, Baltimore, Maryland 21220 (443-809-4360).