

Forsyth County Schools Job Description



Job Title: ASSISTANT PRINCIPAL

Salary Schedule/Days: ADM

Location/Department:

FLSA Status: EXEMPT

Retirement Plan: TRS

POSITION SUMMARY

Assist the principal with the effective organization and operation of the school, the instructional program, student services, and other duties as assigned.

QUALIFICATIONS

Certifications, Licenses or Permits:

- Valid Georgia Educator Certificate in Educational Leadership or related experience required.

Education, Experience, and Other Requirements:

- Master's degree from a Professional Standards Commission approved accredited college or university in an educational field required.
- Minimum of three (3) years experience in education including experience as a classroom teacher, department head or administrator.
- Demonstrates school leadership in areas of instruction, assessment, curriculum development and school organization.
- Proven ability to work with others in a confidential, cooperative, and service-oriented manner; excellent listening and communication skills required.
- May be regularly required to stand, sit, crouch, crawl, push/pull, and lift up to 50lbs.

ESSENTIAL DUTIES

- Provide administrative and supervisory support to the principal
- Assist with planning, implementation, and coordination of curriculum and all instructional programs and non-instructional programs.
- Monitor the discipline of students in accordance with the school system procedures
- Conduct staff evaluations
- Coordinate full-time equivalent processes at the local site

- Serve as local site standardized test administration coordinator
- Perform other duties as required.

Reviewed By:

Date:

Approved By: DERRICK HERSHEY

Date: 11/20/2024

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