

Category 1710
Exc. Qual. Std 02
Approved Revised 09-11-91
Auth. P.L. 95-561

ASSISTANT PRINCIPAL

CATEGORICAL PAY LEVELS:

Minimum Pay Level: 05
Maximum Pay Level: 07

DESCRIPTION OF WORK:

The Assistant Principal, as part of the top administration team, works under the direct supervision of the Principal. The Assistant Principal will be assigned responsibilities for coordination and supervision of complete sections of the school organization and will assume the duties of the Principal during the Principal's absence or at other times as instructed.

LEVELS OF RESPONSIBILITIES:

The level of the Principal and the responsibility of the position will be the determining factor in assigning the pay level for the position of Assistant Principal.

Assistant Principal positions will be placed one pay level below the Principal, if they have similar responsibilities for the total school program. In cases where the Assistant Principal position has responsibilities for only a portion of the total school program, the position will be two levels below the Principal. The level of the Assistant Principal position may be set two or more levels below that of the Principal due to budgetary limitations. Duties and responsibilities will be lowered to correspond with the level of the position, if the pay level is limited to a level lower than that which standards indicate the pay level will usually be.

BASIC EXPERIENCE AND EDUCATION REQUIREMENTS:

Pay Level	05	06	07
Education	Master's Degree or Equivalent – plus		
Experience (Years)	2	3	4

A minimum of a Master's Degree with at least twelve semester hours in school administration will be required. A university six-year program will be accepted. All professional educators will also meet the certification standards for their position in the state where the position is located. In addition, some agency/schools may require the incumbent to meet the regional accrediting association requirements. Emergency and provisional certificates may be issued by the state certification authority.

Qualifying experience will be in school administration, teaching, counseling or professional education experience. A maximum of two years teaching or counseling experience is creditable toward meeting the full qualifications requirements. The

remainder of the required creditable experience for pay level 06 and 07 must be in administrative or other equivalent professional education experience related to the position. One year of successful experience equivalent to level 05 is required for appointment or promotion to any level above level 05.

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required, except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess emotional and mental stability.