

APPROVED

APR 07 2026

G C SCHOOL BOARD



George County School District

Assistant Elementary School Principal Job Description

Job Purpose

- To assist the Principal in providing strategic administrative leadership and supervision of the educational program to promote student achievement in accordance with Board of Education policies, administrative procedures, and applicable law.
- To provide leadership in program development, school improvement, and professional staff development.
- To foster a safe, positive, and high-achieving learning environment by managing student conduct, supervising instructional staff, and ensuring the effective implementation of the Mississippi College- and Career-Readiness Standards (MCCRS).
- To serve as a key bridge between faculty, students, and the community to ensure every child meets state literacy and numeracy benchmarks.
- To serve as Principal in the absence of the Principal.

Knowledge, Skills & Abilities

- **Instructional Leadership:** Knowledge of current teaching methods, educational pedagogy, and differentiated instruction; ability to observe classrooms and provide feedback using the Mississippi Professional Growth System (PGS).
- **Curriculum & Assessment:** Knowledge of elementary curriculum concepts and skill in interpreting MAAP and MKAS2 data to drive intervention strategies.
- **Administrative Operations:** Knowledge of best practices in administration, program evaluation, and staff supervision, including the ability to coordinate school-wide schedules, transportation, and duty rosters.
- **Regulatory Compliance:** Knowledge of applicable federal and state laws regarding education, including student information systems (SAM Spectra, PowerSchool).
- **Communication:** Exceptional verbal and written skills for effective interaction with students, parents, and multidisciplinary teams (MET/IEP).
- **Self-Management:** Ability to organize multiple tasks under conflicting time constraints and engage in continuous self-evaluation and professional growth.

Minimum Qualifications

- **Education:** Master's degree (AA Certificate) in Educational Leadership or Administration from an accredited institution.
- **Certification:** Must hold or be eligible for a valid Mississippi Educator License with an Administrator (486) endorsement.
- **Experience:** A minimum of three (3) years of successful classroom teaching experience, preferably at the elementary level; previous administrative experience preferred.

- **Clearance:** Successful completion of state-mandated criminal background check and child abuse registry clearance.

Duties & Responsibilities

- **Program Administration:** Assists in the development, administration, and evaluation of school programs and curricular/extra-curricular activities consistent with district goals.
- **Staff Supervision & Evaluation:** Assists in the recruitment and selection of employees; supervises and evaluates certified and classified staff to ensure high-quality instruction and operational efficiency.
- **Student Support & Discipline:** Oversees student conduct and attendance programs, ensuring compliance with the Mississippi Compulsory School Attendance Law and district standards.
- **Instructional Oversight:** Supports the implementation of the Mississippi Literacy-Based Promotion Act and monitors interventions for K-3 reading proficiency.
- **Intervention Leadership:** Leads or participates in the Multi-Tiered System of Supports (MTSS) process to assist at-risk students through Tier II and Tier III interventions.
- **Professional Development:** Organizes Professional Learning Communities (PLCs) and encourages staff to grow professionally and experiment with new teaching strategies.
- **Safety & Operations:** Coordinates or assists in the coordination of emergency drills (fire, weather, intruder) and supervises non-instructional areas such as the cafeteria, playground, and bus loading zones.
- **Community Relations:** Acts as a liaison for the PTO and ensures effective communication with parents and community stakeholders.
- **Fiscal Responsibility:** Assists in the budgetary and financial affairs of the school consistent with district policies.
- **Professional Conduct:** Demonstrates prompt and regular attendance and performs other job-related tasks as assigned by the immediate supervisor.
- **Supports the George County School District Core Beliefs and Mission.**

Terms of Employment: Contract / 220 Days

FLSA Status: Exempt

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date