

APPROVED

APR 07 2026



George County School District

G C SCHOOL BOARD

Assistant Secondary School Principal (Middle & High School) Job Description

Job Purpose:

- Assist the Principal in providing leadership and supervision in administering the educational program of the secondary school in accordance with Board of Education policies, administrative procedures, and applicable laws.
- Support daily school operations to ensure a safe, disciplined, and productive learning environment that promotes high academic achievement.
- Provide leadership in program development, instructional improvement, and professional staff development.
- Oversee student conduct, attendance, and operational functions in alignment with district goals and the Mississippi College- and Career-Readiness Standards (MCCRS).
- Serve as Principal in the absence of the Principal.

Knowledge, Skills & Abilities:

- Knowledge of middle and high school curriculum, instructional pedagogy, and differentiated instructional practices.
- Knowledge of best practices in school administration, program evaluation, and staff supervision.
- Knowledge of federal and state education laws and regulations, including compulsory attendance requirements.
- Knowledge of data systems and the ability to analyze assessment, attendance, and graduation data to guide decision-making.
- Knowledge of secondary programming, including master scheduling, ACT preparation, and Career and Technical Education (CTE) pathways.
- Ability to evaluate teacher performance using the Mississippi Professional Growth System (PGS).
- Ability to implement student discipline procedures, Positive Behavioral Interventions and Supports (PBIS), and conflict resolution strategies.
- Ability to utilize Student Information Systems to manage attendance, grades, and discipline records.
- Ability to develop and implement projects and school improvement initiatives.
- Effective verbal and written communication skills, including the ability to work effectively with students, parents, staff, and community members.
- Ability to manage multiple priorities and time constraints.
- Commitment to professional growth and self-evaluation.
- Ability to establish and maintain cooperative working relationships.

Minimum Qualifications:

- Master's degree in Educational Administration or Leadership from an accredited college or university.
- Valid Mississippi Administrative Licensure (Endorsement 486).
- Minimum of three (3) years of successful secondary teaching experience.
- Prior leadership or administrative experience preferred.
- Successful completion of required state and federal background checks and fingerprinting.

Reports To: Secondary School Principal

Supervises: Assigned Secondary School Staff

Duties & Responsibilities:

- Demonstrates prompt and regular attendance.
- Assists in developing, implementing, and evaluating school programs consistent with district goals and objectives.
- Promotes and maintains a safe, orderly school environment conducive to teaching and learning.
- Manages student discipline and attendance in accordance with district policy and state law.
- Assists in supervising and evaluating certified and classified staff in accordance with district procedures.
- Supports instructional improvement through classroom observations, feedback, and facilitation of Professional Learning Communities (PLCs).
- Coordinates and prepares the master schedule, class schedules, and supervision of extracurricular activities.
- Assists with recruitment, staffing, and personnel matters as directed by the Principal.
- Participates in MTSS, IEP, and 504 meetings to support student academic and behavioral needs.
- Assists in overseeing campus safety procedures, including emergency drills and security protocols.
- Assists with budgeting and financial operations in accordance with district policies.
- Maintains accurate records and ensures timely submission of required reports related to attendance, discipline, and student performance.
- Supervises departments, athletics, school events, and after-school activities as assigned.
- Encourages parental involvement and maintains effective communication with families and community stakeholders.
- Engages in ongoing professional development to remain current with educational best practices and state requirements.
- Performs other job-related duties as assigned by the Principal.
- Limited travel to and from meetings may be required.
- Supports the George County School District Core Beliefs and Mission.

Terms of Employment: Contract / 220 Days

FLSA Status: Exempt

Disclaimer: The preceding job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature (If Applicable)
	Date