

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Assistant Principal	Administration	Principal
<b>JOB SUMMARY:</b>  Assist the principal in maintaining a satisfactory program of student instruction according to District policy.		
<b>QUALIFICATIONS:</b>  Principal Licensure. Requisite experience and education.		
TASK NO.	DESCRIPTION WORK YEAR: 208 days	FREQUENCY

- |   |   |     |
|---|---|-----|
| 1 | Responsible for managing student discipline. <ul style="list-style-type: none"> <li>• Assign detention, suspension and class removal.</li> <li>• Contact students, staff and parents regarding plans of action.</li> <li>• Serve as liaison between special education teachers and students.</li> <li>• Handle discipline regarding students and busing.</li> </ul> | 40% |
| 2 | Supervise attendance reporting and recording; resolve attendance/tardy problems.  | 20% |
| 3 | Assist in maintaining a safe and secure school environment by patrolling halls, bathrooms, parking lot, locker rooms, lunchrooms, etc.  | 20% |
| 4 | Supervise school programs which may include the chemical health program, shared decision team, working with the police liaison officer and area police departments, working with sexual harassment cases and assist with the graduation ceremony.   | 6%  |
| 5 | Supervise the lunchrooms.   | 5%  |
| 6 | Assist the principal in evaluating and supervising staff.   | 5%  |
| 7 | Counsel students with personal and family problems.   | 2%  |

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TASK NO.	DESCRIPTION	FREQUENCY
8	Attend meetings, workshops and training sessions as directed by supervisor.	1%
9	Perform other related duties as assigned.	1%

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE