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*Belton Preparatory Academy 5901 Belton Highway Belton, SC 29627*

## **Belton Preparatory Academy Job Description (Assistant Principal)**

**Reports to:** Principal

**Salary:** \$47,000 - \$90,853.00

**Location:** 200 Knights Court, Belton, SC 29627

**Job Type:** Full-Time

**Opening Date:** 2/9/2025

### **Job Summary:**

The Assistant Principal supports the Principal in managing the day-to-day operations of the school, fostering a positive and productive learning environment. This role involves overseeing staff, enforcing school policies, managing student behavior, and ensuring academic success. The Assistant Principal also collaborates with teachers and parents, coordinates school events, and handles administrative duties such as scheduling, assessments, and discipline. In addition, they play a crucial role in upholding the school's mission while ensuring a safe and effective learning space for all students.

### **Qualifications:**

- Master's degree from an accredited college or university or equivalent.
- Professional Certification in Educational Leadership in South Carolina.
- Minimum of five years of experience in charter school leadership.
- Experience in teaching with Core Knowledge and Eureka Math curricula.
- In-depth knowledge of South Carolina content standards.
- Proven experience in research-based instructional practices.
- Strong communication, collaboration, and interpersonal skills to establish a unified instructional focus, promote initiatives, and clarify expectations.
- Ability to design and deliver high-quality professional development.
- Excellent presentation and facilitation skills.
- Strong organizational skills, efficiency, and ability to meet deadlines.
- Proven ability to work collaboratively as a team member.
- Passion for ongoing professional learning and reflection.



**Essential Functions:**

- Assist the Principal in creating and maintaining a positive learning climate.
  - Support the overall administration of the school.
  - Serve as Principal in the absence of the regular Principal.
  - Collaborate with the Principal in designing and implementing educational programs that address the specific needs of the school.
  - Facilitate and evaluate the BPA-approved instructional program to maximize student progress.
  - Support the Principal in acquiring and utilizing instructional supplies, equipment, and textbooks.
  - Assist the Principal in coordinating services for all students, including those with special needs.
  - Participate in school-level activities to design educational philosophies and goals that support student growth.
  - Help oversee the facility and grounds, offering recommendations for both short- and long-term needs.
  - Collaborate with the Principal to develop a school schedule that maximizes educational opportunities and optimizes resources.
  - Assist in ongoing assessment of the educational program, analyzing test results, attendance, discipline, and feedback from various stakeholders.
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**Serves as Administrator of the School:**

- Evaluate performance in assigned departments in accordance with state law and BPA policies.
  - Act as Principal in charge of school operations when the Principal is unavailable.
  - Assist with staff orientation and ensure compliance with state regulations and BPA policies.
  - Maintain personnel records and documentation required by state/federal law and BPA policy.
  - Support achieving and maintaining full student enrollment capacity.
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### **Student Management:**

- Uphold high standards of student conduct, enforcing discipline as necessary while respecting due process rights.
  - Establish and publish guidelines for student behavior in cooperation with the Principal.
  - Attend school-related activities to oversee student behavior and achievements.
  - Maintain accurate discipline records.
  - Collaborate with staff, parents, and other stakeholders to implement student behavior codes effectively.
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### **Human Resources:**

- Assist with recruiting, screening, and conducting background/reference checks for school staff.
  - Familiarity with hiring laws and state regulations.
  - Support the new hire process by completing required forms and securing all necessary paperwork.
  - Assist in conducting interviews as needed.
  - Help maintain compliance with certification guidelines.
  - Ensure the confidentiality of personnel files.
  - Conduct new employee orientations and ensure the signed Employee Handbook acknowledgment is received.
  - Assist in performance appraisals and related administrative tasks.
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### **Communication with Stakeholders:**

- Assist the Principal in promoting ongoing, two-way communication with students, staff, parents, and the community to enhance the educational program.
  - Help utilize school and community resources to support the educational program.
  - Participate in committees and meetings as directed by the Principal or Vice President of Education.
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### **Required Qualifications and Skills:**



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- Demonstrated enthusiasm and commitment to the role and the company's mission.
  - Support the company's values in academic excellence, operational performance, culture, and growth.
  - Strong leadership abilities with the capability to achieve results through others.
  - Exceptional interpersonal skills with the ability to handle sensitive situations professionally and confidentially.
  - Ability to plan and think strategically for the long-term.
  - Organizational skills and the ability to manage multiple priorities efficiently.
  - Consistent punctuality and the ability to follow instructions, respond to management direction, and solicit feedback for improvement.
  - Focus on continuous improvement, research, and implementing best practices.
  - Strong ability to interpret data, detect errors, and prepare reports.
  - Ability to manage and coach others effectively.
  - Strong customer and student orientation.
  - Proactive, creative, and committed to achieving high-quality results.
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### **Professionalism:**

- Maintain a neat, clean, and professional appearance in accordance with the Employee Handbook.
  - Demonstrate regular and punctual attendance.
  - Foster cooperative and effective working relationships with students, parents, colleagues, supervisors, and the community.
  - Exhibit professionalism in behavior and communication with all stakeholders.
  - Follow the chain of command as outlined in the Employee Handbook.
  - Always Represent Belton Preparatory Academy positively.
  - Adhere to the South Carolina Teacher Code of Conduct.
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### **Physical Requirements:**

- Regularly required to sit, stand, walk, talk, and hear.
- Ability to operate a computer, handheld learning devices, and other office equipment.
- Reach with hands and arms; occasionally lift and/or move up to 10 pounds.