



ASSISTANT PRINCIPAL – HIGH SCHOOL

Department: Instruction

FLSA Status: Exempt

GENERAL PURPOSE

Assists the Principal in the coordination, supervision, and management of school operations and programs by developing and maintaining an effective educational program which aligns with School Board policies and procedures and Federal and State guidelines.

ESSENTIAL JOB FUNCTIONS

- Assists the Principal in planning and assessment.
- Assists the Principal in safety and organizational management for learning.
- Promotes effective communication and interpersonal relations with students, staff, parents, and other community members.
- Works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse student population.
- Models professional, moral, and ethical standards as well as personal integrity in all interactions.
- Works in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division.
- Proposes master schedule of classes for secondary school.
- Supervises the preparation of student schedules and scheduling materials.
- Works with department heads and faculty groups in compiling the annual instructional materials and supplies including textbooks.
- Requisitions supplies and equipment, conduct inventories, maintain records, and check on receipts for such materials.
- Supervises the reporting and monitoring of student attendance, and work with the visiting teacher and truancy officer for investigative follow-up actions.
- Serves with faculty, student groups, and parent in advancing educational related activities and objectives.
- Directs textbook and supplies distribution.
- Serves as Principal in the absence of the principal.
- Interprets and enforces school and school division policies, regulations, and procedures.
- Monitors local, state, and federal testing.
- Meets and confers with parents, students, faculty, and staff.
- Maintains files and records as well as preparing reports.
- Reports and monitors student attendance.
- Supervises teachers and departments assigned by the principal.
- Performs other duties and assumes other responsibilities that the principal assigns.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree required.
- Hold Postgraduate Professional License.
- Have successfully completed a minimum of fifteen (15) semester hours with at least one graduate course in each of the following areas:
 - School Administration
 - Supervision of Instruction
 - Secondary School Curriculum
 - School Law
 - School-Community Relations.
- Have at least three (3) years of successful experience as a teacher, administrator or supervisor, one year of which must have been at the secondary level.
- Demonstrate proficiency in the use of computers.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skilled in developing plans, policies and budgets.
- Skilled in the use of computers and office appliances.
- Skilled in the use of word processing and data entry programs.
- Ability to read and interpret documents such as, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of employees.

WORKING CONDITIONS

The employee operates in an office environment where the lighting is mild and exposure to loud sounds is minimal.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, or feel and talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described.

As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date