

Assistant High School Principal

Qualifications:

1. A Master's Degree in school administration.
2. A minimum of five years successful experience in public education
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent or Designee

Position Goal:

To assist the principal in the administration of the total program to promote the educational development of each student as well as the professional development of each staff member.

Performance Responsibilities:

1. Performs those tasks identified by the principal as essential in contributing to the overall effectiveness of the program of studies.
2. Assists the principal in fostering sound interpersonal relationships among students, teachers, and administrators.
3. Assists the principal in managing the student services and activities programs, including development and proper implementation of guidelines for activities sponsors.
4. Assists in the supervision of non-certified personnel, the maintenance of the building, and preparation of special reports and forms.
5. Supervises and is accountable for the maintenance and currency of each student's attendance records.
6. Exercises appropriate leadership in processing student behavioral problems, including accurate recordkeeping of infractions as well as communication with parents.
7. Shares with the Activities Director and Principal the responsibility for organizing and supervising all major events and programs in school.

8. Assistant in the implementation of the plan for proper conduct of participants and spectators at all public events.
9. Assists in the communication of the school's philosophy, purposes, program and problems to the students, staff, central staff, Board, and the community.
10. Maintains professional growth through university level work, conventions, workshops, and reading literature in the field.
11. Assumes responsibility of the principal in his/her absence.
12. Assists in the preparation of student and teacher handbooks.
13. Routinely inspects school facilities, including hallways, restrooms, classrooms, and special areas.
14. Submits annually to the principal a minimum of two primary objectives for personal evaluation.
15. Serves as a district-wide coordinator of a specifically assigned curricular area.
16. Performs such other duties and assumes such other responsibilities as the principal may assign from time to time.

Terms of Employment:

Salary and work year to be reviewed and established by the Board.

Evaluation:

Performance of the position will be evaluated annually in accordance with provisions of Board policy.

Date of Adoption:

Revised: March 22, 2005

Revised: June 10, 2008