

## **JOB DESCRIPTION**

**JOB TITLE:**           **Assistant Principal - Rawlins High School**

**REPORTS TO:**       **Building Principal/Superintendent**

**DEPARTMENT:**      **Administrative Staff**

### **I.    NATURE AND SCOPE OF JOB:**

The Assistant Principal of Rawlins High School is responsible for all aspects of the High School environment as directed by the Principal.

The primary areas are staff supervision and evaluation, staff development, creating a safe and orderly environment (student discipline), building positive home-school relations, and supporting a clear school mission.

### **II.   EXPECTATIONS:**

1.    Maintain a positive attitude that supports the District Mission.
2.    Maintain a positive and supportive relationship with all people in the work place.
3.    Be responsible for acceptable personal attendance and punctuality.
4.    Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5.    Responsible for adhering to District policies.

### **III.   JOB FUNCTIONS:**

#### **A.    Essential Functions:**

1.    Assists with the supervision of teachers.
2.    Assists with the evaluation of teachers.
3.    Assists with instruction of teachers on matters of curriculum and student achievement.
4.    Responsible for appropriate student conduct and maintaining student discipline in school and at extra curricular events.
5.    Assists in helping teachers to assume responsibility for student discipline.
6.    Counsels with parents concerning students in conflict.
7.    Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.

**A. Essential Functions, continued:**

8. Notifies the principal and superintendent of any case of suspension.
9. Maintains high standards of student conduct and enforces discipline as necessary, according to due process and right of students.
10. Communicates with the principal before recommending expulsion.
11. Assists with creating and maintaining the belief of high expectations for learning for all students.
12. Assists with the coordination of student activities.
13. Assists with the development of the handbooks for faculty, parents and students.
14. Assists with the acquisition of new staff.
15. Ability to perform all duties as assigned.

**B. Non-Essential Functions:**

1. Maintains high visibility for all staff and students
2. Assists daily with hall and lunchroom duty
3. Assumes responsibility for any functions or areas the principal deems necessary
4. Attends all building and district meetings as required by the principal

**IV. JOB QUALIFICATIONS:**

**A. Knowledge, Skills and Mental Ability:**

1. Knowledge of the curriculum and the secondary student
2. Ability to think clearly and exhibit leadership qualities
3. Ability to make decisions with sound emotional judgment
4. Ability to concentrate with numerous interruptions
5. Possess the ability to use patience, initiative and sound reasoning

**B. Education, License, Certification or Formal Training:**

1. Possess an administrative endorsement as per State Department of Education requirements
2. Successfully pass District Bloodborne Pathogens training

**C. Equipment Used:**

Telephone      Intercom      Computer      Copy Machine

**D. Physical Demands:**

1. Able to maintain long hours during each working day
2. Possess proper stress management techniques necessary to maintain leadership qualities for the required length of the assignment

**E. Environmental Demands:**

1. Be able to work in any area of the facility under all lighting and ventilating systems

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

05/02/03