



## Park Hill School District

### Position Description

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**POSITION TITLE:** High School Assistant Principal

**F.L.S.A.:** Exempt Professional

**REPORTS TO:** High School Principal

**QUALIFICATIONS:**

- Missouri Advanced Secondary Administrative Certificate.
- A minimum of 3 years successful teaching experience.
- Successful administrative experience.
- Excellent communication skills.
- Educational Doctorate preferred

**ESSENTIAL JOB FUNCTIONS:**

1. Oversee curriculum enhancement and alignment.
2. Participate in parent-teacher-student conferences as need arises.
3. Assist in maintaining the 504 Program that is in compliance with the Office of Civil Rights.
4. Monitor and facilitate dual credit offerings with regional colleges.
5. Work with teachers in the development of strategies and curriculum.
6. Effect positive school and community relationships.
7. Participate within the A+ Steering Committee and A+ Advisory Board.
8. Work directly with Alternative School staff to ensure efficiency.
9. Assists the principal in building scheduling, fostering communication between stakeholders, and implementing strategies to improve instruction.
10. Assists the principal in faculty supervision and evaluation in accordance with district evaluation policy.
11. Supervision at school events.

**OTHER JOB FUNCTIONS:**

1. Attend all meetings as directed by supervisor
2. Perform all other duties as assigned by supervisor and district office administration.