

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Assistant High School Principal – Student Activities

QUALIFICATIONS:

1. A minimum of a master's degree.
2. A valid Iowa Administrative Certificate.
3. A minimum of two years of secondary teaching experience.
4. Such alternatives to the above qualifications as the Board may deem appropriate.

REPORTS TO: High School Principal

SUPERVISES: Personnel as assigned by the High School Principal

JOB GOAL: To provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence and to assist the principal in providing school wide leadership.

PERFORMANCE RESPONSIBILITIES:

1. Acts in accordance with master contract, district policy, and state and federal regulations.
2. Promotes the programs of the North Scott Community School District with staff, students and other community members.
3. Delegates authority and responsibility where appropriate and provides support to the employee assuming the responsibility.
4. Participates and facilitates understanding and cooperation with all members of the district's administrative team.
5. Promotes positive communication with students, parents, staff, and community members.
6. Supervises or conducts performance improvement for all personnel for who he/she has supervisory responsibility.
7. Develops and maintains a plan of self-improvement which promotes both personal and organizational goals.
8. Maintains accurate records and submits reports.
9. Evaluates the performance of all personnel for who he/she has supervisory responsibility.
10. Assists in the administration of student discipline for those students in violation of the athletic handbook.
11. Serves as the contact person for the Community Education Program.
12. Schedules and rents the high school facility to outside organizations.
13. Assists the building principal with graduation activities.

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14. Establishes and maintains a master calendar of events for the district.
15. Administers the school activities program to include all athletic and non-athletic activities.
16. Prepares and distributes the Parent/Student Athletic Handbook on a yearly basis.
17. Coordinates fund-raising activities for the school.
18. Serves as the contact person for class rings, student pictures, caps, gowns, and announcements.
19. Serves as the liaison person for the North Scott Athletic and Music Booster Clubs.
20. Supervises co-curricular activities as assigned by the building principal.
21. Provides leadership in the selection and assignment of athletic department personnel.
22. Plans and administers the athletic program budget.
23. Maintains a high degree of visibility in the building.
24. Serves as the building leader in the absence of the principal and other associate principal.
25. Performs all other tasks as assigned by the High School Principal.

TERMS OF EMPLOYMENT: Twelve-month year. Salary established by the board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

3/13/03

