

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Assistant High School Principal – Pupil Personnel Services

## 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 assist the principal in providing school-wide leadership and to learn the role of the principal.

## 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 and community members.
6. Supervises or conducts performance improvement for all personnel for whom 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 whom he/she has supervisory responsibility.
10. Administers the school attendance program.
11. Administers the school discipline program for grades 9-12.
12. Assists the building principal with the development and implementation of the master schedule of academic course offerings; to include the preparation of student and faculty schedules, registration procedures, schedule change procedures, and grading procedures.
13. Services as the liaison person with building special education programs.
14. Monitors co-curricular activities as assigned by the building principal.
15. Schedules and monitors emergency drills at prescribed times during the school year.
16. Assists the building principal with revisions of the faculty and student/parent handbooks.
17. Assists the building principal with graduation activities.

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- 18. Monitors substitute teachers for the building.
- 19. Maintains a high degree of visibility in the building.
- 20. Provides administrative leadership as an advisor to, or a facilitator for, assigned district-wide curricular areas.
- 21. Serves as building leader in the absence of the principal.
- 22. 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).

4/3/03