

JOB DESCRIPTION FOR ASSISTANT SENIOR HIGH SCHOOL PRINCIPAL**A. PRIMARY FUNCTION**

To assist the Principal in the administration of Senior High School programs so as to achieve the best possible opportunities for student growth and development, both educationally and personally.

B. LINE OF AUTHORITY

Directly responsible to the Senior High Principal.

C. SUPERVISION OF OTHERS

Supervises those staff members as designated by the Principal. May give work direction as required to all persons who are assigned to provide services in the school to assure the effective functioning and coordination of all activities in the school.

D. AREAS OF RESPONSIBILITY

In addition to the primary function, the Assistant Senior High Principal shall be responsible for:

1. Working with the Principal in observing, counseling, motivating, and evaluating professional staff members to improve their performance.
2. Maintaining a high standard of student control through cooperation with teaching staff and coordination of policy administration and the direction of student-control personnel.
3. Requiring student compliance with state and district attendance policies which require effectively maintaining a high standard of student attendance. This may involve referrals to counselors, meetings with teachers and/or parents, including telephone contacts and home visits.
4. Assisting the Principal in developing a master schedule for student registration, schedules, report cards and personal records.
5. Assuming responsibilities in the Principal's absence.
6. Being directly involved in the guidance of the student activities program.
7. Resolving student behavioral problems on buses.

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8. Defining, analyzing, and developing solutions to problems related to the following ancillary programs:
 - a. Bus supervision and transportation requirements
 - b. Student parking
 - c. Commencement exercises
 - d. Student pictures
 - e. Hall supervision
 - f. Fire drills
 - g. Cafeteria supervision
9. Actively participating in community activities and meetings as a means of developing understanding, cooperation and respect for school objectives and activities.
10. Representing the school whenever possible and reasonable at extra-curricular, educational, social and athletic functions.
11. Holding conferences with parents as may be necessary.
12. Assuming all duties and responsibilities as assigned by the Principal and/or Superintendent.
13. Performing all other acts reasonable and necessary to accomplish his/her primary function.

REVISED: 5/6/91