

A. PRIMARY FUNCTION

To assist the Principal in the administration of 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 Junior High Principal.

C. SUPERVISION OF OTHERS

Directly responsible for the supervision of the attendance clerk and the supervision of students. Responsible for the supervision of staff as delegated by the Principal.

D. AREAS OF RESPONSIBILITY

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

1. Assisting the Principal with the observation of teacher performance and supervision of instruction.
2. Maintaining a high standard of student conduct through the implementation of corrective strategies directed at positive behavioral change and through the enforcement of natural and expected consequences.
3. Informing parents of student behavioral problems and the concomitant consequences, and elicit parent cooperation and support.
4. Developing and maintaining a master schedule of student activities.
5. Requiring student compliance with state and district attendance policies. This responsibility may involve referrals to the counselor, meetings with teachers, conferences with parents with and without their children, telephone contacts with parents, and occasional home visits.
6. Assisting the Principal with the development, coordination, supervision, and evaluation of the student activity program.
7. Assisting with the construction of the master schedule as directed by the Principal.
8. Developing and maintaining liaison with local law enforcement officials and county court services personnel.

JOB DESCRIPTION FOR ASSISTANT JUNIOR HIGH PRINCIPAL - Cont'd

9. Assigning student lockers, maintaining a record of assignments, and monitoring student use of lockers.
10. Supervising the Student Council Advisor and apprising the Principal of student council happenings.
11. Assuming the responsibilities of the Principal in his/her absence.
12. Supervising the activities of lunchroom monitors and assisting them in effecting responsible student behavior.
13. Assisting with the development and implementation of in-service teacher workshops.
14. Assisting with planning and conducting faculty meetings and serving on standing and special committees as deemed appropriate.
15. Assisting with drafting the student and faculty handbooks.
16. Making physical arrangements for all student assembly programs.
17. Assisting in the supervision and evaluation of substitute teachers.
18. Assisting with the hiring of all new professional staff and classified personnel.
19. Initiating recommendations to the Principal regarding curriculum innovations and/or modifications in organization structure.
20. Attending conferences, seminars and workshops to keep abreast of new trends in education and/or educational administration, as approved by master agreement and/or Superintendent.
21. Assisting the Principal and counselor with developing and fostering positive attitudes toward education and interpersonal relations among and between students and staff.
22. Assisting the Principal with budgetary planning.
23. Assisting with the supervision of probationary teachers.
24. Supervising and coordinating all special education activities as they relate to the building.

REVISED 5/6/91