

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Assistant High School Principal

Qualifications:

Credentials: Secondary School Administrative Certificate

Education: Masters degree in Education Administration, or related field.

Training or Experience Required: At least three years of teaching experience.

Specialized Knowledge: Demonstrates knowledge of federal education laws, state education laws, and North Central Accreditation Standards.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Communicates in clear, grammatically correct English. Composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition must use creativity; makes public speeches or presentations or provides complex letters or reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as schematics, blueprints, or building plans, contracts, regulations.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, etc...

Site: High School

Reports To: Principal

Job Goal (Purpose of Position): Performs complex administrative duties under minimal supervision to assist Principal with the administration of the educational programs of students at the high school. In addition, may be provided supervisory responsibility for

Assistant High School Principal

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both certified and support personnel and has administrative responsibility for the site and resources/equipment, etc. Assists with the curricula goals for the school. May act for Principal in absence.

Provides leadership to ensure the quality of education. An incumbent in this position will utilize discretion, creativity, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution under board/site direction.

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience; providing counseling, negotiations, or mediation techniques as appropriate.

Essential Job Functions (Performance Expectations): Assists the Principal to:

1. Provide leadership and supervision for instruction
 - (a) Oversee the implementation of district curriculum goals, philosophy and policies within the area of authority.
 - (b) Assist teachers in establishing meaningful goals, objectives and evaluation procedures related to educational enhancement.
 - (c) Assist teachers in evaluating their methods of instruction/teaching skills and effectiveness of learner outcomes.
 - (d) Ensure that teachers meet individual pupil needs and abilities and develop satisfactory growth in basic skills.
 - (e) Assist teachers in using community resources in their instructional program.
 - (f) Assist teachers in providing a classroom atmosphere conducive to maximum learning.

2. Manage human resources and maintains productive relationship with staff
 - (a) EEO/Managing Diversity: Maintain an environment free of discrimination and sexual harassment in the workplace; encourage an environment of equal opportunity for all.
 - (b) Health and Safety in the Workplace: Promote health and safety and eliminate unsafe and unhealthful working conditions; communicate with and properly train staff to follow safety procedures; manage lost time due to worker accidents and injuries.
 - (c) Training/Employee Development: Oversee training of staff in the technical and procedural aspects of their jobs; Motivate staff to participate in reviewing areas of responsibility to look for ways to improve performance; Encourage initiative and creativity without risk; Develop staff morale to reinforce successful performance; Provide opportunities for