

**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

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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

selected professional development experiences with staff that are geared toward excellence in education.

- (d) Other Personnel Activities: Properly administer new employee orientation; hiring; performance appraisal; corrective counseling; constructive discipline; EAP intervention and referral; grievance handling; problem resolution; assignment of work; and implementation of other personnel policies.
3. Provide leadership for students
- (a) Implement constructive student discipline to reinforce desired outcomes.
  - (b) Provide environment where students assume responsibility for their own behavior and the attitude/behavior of their peers regarding school property and respecting the rights, properties, and opinions of others.
  - (c) Treat students as individuals and encourages in students an appreciation for their civil rights and responsibilities of our democratic institutions.
  - (d) Encourage the development of student behavior based on a sense of moral/ethical behavior and ennobling values.
  - (e) Supervise the behavior and conduct of students on campus and at school activities both home and away.
4. Provide leadership for innovations and problem resolution
- (a) Implement projects that resolve special problems.
  - (b) Encourage and support teachers who systematically plan innovative projects and techniques; provide necessary reinforcement without fear of failure.
  - (c) Plan carefully the goals, objectives and evaluation of new projects and procedures and evaluates effectiveness of those projects.
  - (d) Provide an environment that anticipates problems, involves staff in problem resolution, and encourages increased productivity and customer service.
  - (e) Involve students and staff in developing and maintaining reasonable standards of conduct.
  - (f) Help teachers understand the sources of important problems they are facing in order to involve them in the resolution of the problem.
  - (g) Effectively look at necessary facts (costs, customer needs, policies, potential outcomes, etc.) before making important decisions. Involve the necessary parties who need to support the decision in the problem identification and resolution.
5. Efficiently and effectively organize school operations to maximize student outcomes
- (a) Provide clear and consistent written and oral directions.
  - (b) Minimize classroom interruptions encouraging maximum time on tasks.
  - (c) Plan and hold productive staff meetings.

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- (d) Only require necessary paperwork.
  - (e) Administer attendance policies according to policy.
  - (f) Oversee the health and safety programs for students in the school.
6. Actively promote positive community relationships
- (a) Provide opportunities for community members to become involved in school activities.
  - (b) Solicit input from the community to develop goals for the school.
  - (c) Make use of educational resources from the community.
  - (d) Constructively interpret the school program and the policies to the community.
  - (e) Keep the community informed concerning the school program.
  - (f) Encourage teachers to maintain effective communications with parents.
  - (g) Encourage parents to get involved in corrective counseling/discipline with troubled students.
7. Maintain facilities and resources conducive to learning and which are cost effective
- (a) Demonstrate fiscal responsibility, efficient and effective utilization of resources, and the proper accountability of revenues and expenditures; maintain inventory and/or cost-accounting systems.
  - (b) Systematically supervise and evaluate teacher utilization of teaching supplies and care of equipment and facilities; Provide for availability of supplies and equipment.
  - (c) Effectively maintain plant with the resources available.
  - (d) Ensure that maintenance and utility costs of buildings compare favorably with like schools in the area.
  - (e) Encourage students to show school pride in the buildings and school.
  - (f) Lead the school or office in economical use of materials and supplies.
8. Has personal characteristics that encourage customer service and quality leadership
- (a) Customer Service: Implements program to encourage staff to be customer focused. This includes empowering subordinates to: (1) resolve customer problems; (2) interpret rules, procedures, and policies to assist customers; (3) reduce the "red tape" that frustrates responsive decision making; and (4) train and coach employees to provide better customer service.
  - (b) Managing Information: Provides clear and concise staff reports for the Principal; communicates professionally before the public, staff, and fellow employees; automates procedures that assist in decision making; listens and responds to ideas and suggestions of co-workers and subordinates; keeps his/her supervisor informed of critical concerns.

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- (c) Planning and Organizing: Conducts short and long range curriculum and other site based planning; anticipates customer needs due to changes in growth, demographics, revenue, and technological environments; evaluates and amends previous year's forecasting as changes occur; participates with team members both within the District and the community to set and attain District goals and objectives; responds quickly to new issues and challenges.
- (d) Teamwork: Works with co-workers, subordinates, other administrators, and community leaders to provide service to the public; shares information, resources, and expertise to assist team members to accomplish organization/District objectives or goals; encourages cooperation among departments/divisions to solve problems.
- (e) Positive Leadership: Exercises administrative discretion fairly showing due respect, concern, and warmth for others and an understanding of individual problems of both students and adults; shows support and enthusiasm for the school; gives full consideration to majority and minority opinions.
- (f) Assuming Responsibility: Possesses the leadership characteristics of a Principal in order to act effectively in the absence of the principal.

9. Continues professional development

- (a) Uses ideas from professional magazines and bulletins.
- (b) Attends and contributes to professional meetings.
- (c) Takes advantage of opportunities for professional growth that are available beyond the requirements of the District.
- (d) Actively participates in graduate education programs for self-improvement and professional advancement.

**Supervision exercised:** An incumbent supervises a medium staff with the majority of the time spent in supervisory or administrative functions such as planning, directing work, solving problems, advising subordinates, making decisions, and interpreting policy. Assists Principal with recommendation concerning hiring/firing, training, and evaluating employees.

**Physical/Mental Requirements and Working Conditions:** Only those that are part of the essential job functions or as contained within this description. Must possess valid drivers license and have an acceptable driving record.

TERMS OF EMPLOYMENT: Work year to be established by the Superintendent.  
Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with Board policy.

Approved 03-08-93  
Revised 01-08-96