



Spring Grove Area School District  
Spring Grove, Pennsylvania

## High School Assistant Principal Administration (Act 93)

### PURPOSE

Assist in the administration of the educational programs, activities, operations, and personnel of the High School.

### QUALIFICATIONS

#### TRAINING AND EXPERIENCE

Evidence of successful teaching experience with a minimum of five (5) years' experience, Master's Degree, and valid appropriate PA Administrative Certificate.

#### GENERAL

- Possess the ability to work cooperatively with others.
- Ability to deal effectively with students and staff.
- Self-motivated with the ability to work independently within the limits of assigned responsibilities.
- Understands the importance of and can practice confidentiality.
- Comfortable with following specific rules and regulations as they apply to the discipline procedures of the building.
- Receipt of current, favorable clearances including: Pennsylvania State Criminal History (Act 34), Federal Criminal History (FBI – Fingerprinting - Act 114), Pennsylvania Child Abuse (Act 151), and Sexual Misconduct and Abuse Disclosures (Act 168).

### REPORTABILITY

Reportable to the Building Principal.

### EVALUATION

Completed by the Building Principal with input from Assistant Superintendent.

### COMPENSATION

As per current District Act 93 Agreement.

### PERFORMANCE RESPONSIBILITIES

1. Assist the Principal/Associate Principal in providing a safe and orderly school environment for students and staff.
2. Assist. with teacher observations, teacher assessments and in the development of improvement plans for at-risk teachers.
3. Assist with planning for, recruiting, interviewing, and securing staff to implement all programs.
4. Assist in developing curriculum and reviewing lesson plans to insure proper implementation of the curriculum.

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Approved by the Spring Grove Area School District Board of School Directors May 19, 2008

Minor revision April 2015; Revised March 2020

[https://springgroveareascho-my.sharepoint.com/personal/sterners\\_sgasd\\_org/Documents/BOARD/Correspondence\\_BoardMtg\\_Memorandums/2023/High School Assistant Principal SGASD.docx](https://springgroveareascho-my.sharepoint.com/personal/sterners_sgasd_org/Documents/BOARD/Correspondence_BoardMtg_Memorandums/2023/High School Assistant Principal SGASD.docx)

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5. Assist in the development and implementation of curriculum.
6. Collaborate with attendance officer to address concerns related to student attendance.
7. Collaborate with special education staff to identify supports for students with IEPs.
8. Develop and administer the student discipline process including restorative and corrective behavior supports.
9. Assist with the identification and recognition of student achievements at the High School.
10. Support the planning and development of assigned co-curricular and extracurricular activities and attend various events.
11. Assist in maintaining positive public relations with the community.
12. Remain current on the latest developments and trends in curriculum and instruction.
13. Assist in the scheduling process for the High School.
14. Monitor and meet the needs of substitutes for the instructional staff.
15. Perform the duties of the High School Principal/Associate Principal in their absence.
16. Organize assembly programs for the High School.
17. Assist with the testing program for students in grades 9 – 12
18. Assist in oversight of fundraisers.
19. Support online instructional design, development, and delivery with quality control measures for curriculum development and remote and in person teaching.
20. Coordinate online programs and plan strategically for online learning.
21. Perform other duties as assigned by the Principal / Associate Principal.

## **POSITION SPECIFICATIONS**

<b>Physical Demands</b>	Occasional driving to school district offices, classrooms, regional offices, community locations, and PDE Frequent walking throughout various buildings, including climbing up and down stairs Often sitting at desk for extended periods Standing for limited periods of time Moderate lifting from 15 to 30 pounds Some carrying – up to 30 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding
<b>Sensory Abilities</b>	Visual acuity to read correspondences, computer screen Auditory acuity to be able to use telephones, interview job candidates, conduct staff meetings Ability to speak clearly and distinctly
<b>Work Environment</b>	Generally, office/classroom setting year round
<b>Temperament</b>	Ability to work as a manager and member of a team Must be courteous and able to effectively communicate with students, staff, parents, vendors, and community Must be cooperative, congenial, and service-oriented, and promote these qualities in the department Ability to work in an environment with frequent interruptions
<b>Cognitive Ability</b>	Ability to follow written and verbal directions

Ability to complete assigned tasks with minimal supervision  
Ability to read, write and do complex computations  
Ability to use correct grammar, sentence structure, and spelling  
Ability to compose clear, concise sentences and paragraphs  
Ability to organize office or work environment to efficiently accomplish tasks  
Ability to work independently, exercise appropriate initiative, and make work-related decisions  
Ability to exercise good judgment in prioritizing tasks and work effectively on those tasks.  
Ability to communicate effectively at all organizational levels

**Note:** All abilities above must be at a professional level, as expected from the required educational level of the job and the previous experience required.

**Specific Skills** Ability to operate office equipment  
Ability to use computer technology efficiently and learn new technology implemented by the District  
Must recognize and appropriately handle confidential information  
Ability to manage a complex department with varied changing, service demand  
Ability to use audio visual equipment for group meetings, presentations as needed  
Ability to perform tasks as assigned

**License** Valid Driver's License

**Comments** Position holder must have a friendly, helpful, caring personality.  
Position holder has relatively unrestricted access to information for the Spring Grove School District and knowledge of management/operational and labor relations activities and must always exercise confidentiality

*The position specifications described here are those that must be met by an individual to successfully perform the essential functions of this contracted service. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act. (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*