

Assistant Principal - High School

Purpose Statement

The job of Assistant Principal - High School is done for the purpose/s of providing support to the instructional process with specific responsibility for directing assigned programs and services at a high school; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Principal - High School

ESSENTIAL Functions

- Collaborates with internal and external personnel, parents, students, etc. for the purpose of implementing and/or maintaining services and programs.
- Consistent interaction with student for the purpose of educating students.
- Coordinates assigned programs, projects and/or activities (e.g. 8th grade orientation, A+ Program, Academic Awards Night, graduation, fundraisers, Back to School Night, SROs, newsletters, web sites, master schedule, calendar, handbook, lockers, ID cards, parking, EOC test, etc.) for the purpose of completing activities and/or directing services in a timely manner.
- Facilitates meetings and processes (e.g. curriculum, safety, site advisory, committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district, and/or state objectives.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policies, and maintaining safety and efficiency of school operations.
- Monitors teacher participation in extra curricular events and/or activities for the purpose of ensuring workload is equitable.
- Participates in meetings, workshops, and seminars (e.g. professional learning community, staff, committees, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

- Presents information (e.g. regulations, policies, etc.) for the purpose of communicating information and gaining feedback.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Responds to a variety of inquires for the purpose of resolving issues, providing information and/or direction.
- Supervises school personnel (e.g. teachers, substitutes, campus and cafeteria supervisors, etc.) for the purpose of monitoring performance and achieving overall objectives of the school.
- Supervises school events and activities (e.g. games, dances, debates, plays, art shows, decathlons, etc.) for the purpose of providing administrative presence and ensuring a safe environment.
- Supports principal for the purpose of providing assistance with administrative functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles; and concepts of management and supervision.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; and adapting to changing work priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, 30% standing. The job is performed under minimal temperature variations.

Experience: Job related experience with increasing levels of responsibility is required.

Education (Minimum): Masters degree in job-related area.

Education (Preferred):

Equivalency: .

Required Testing

None Specified

Certificates and Licenses

Missouri Teaching Certificate Administrative Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

1/23/2014

Salary Grade

See Administrator Salary Schedule

Revised Date

2/14/2023

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.