

27J SCHOOLS

ADMINISTRATIVE POSITION JOB DESCRIPTION

Job Title: High School Assistant Principal
Last Modified: November 15, 2017, Reviewed December 2020
Work Year: 215 Paid Days
Department: Building Site Administration
Reports To: School Principal

POSITION SUMMARY: To act as an assistant to the Principal with instructional and organizational leadership, direction, supervision, operations, and accountability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Uses leadership, supervisory, and administrative skills to promote the educational development of each student.
2. Assists in the direction and management of the instructional program to ensure the delivery of high quality data-driven instruction to all students by monitoring implementation of professional development in classrooms and grade level/content area meetings.
3. Assists to lead the school vision, mission, and strategic improvement goals
4. Assists to distribute leadership to inspire change and support of an empowered school culture.
5. Provides instructional leadership through professional development, coaching conversations, and professional learning communities to ensure high standards of instructional services to promote student educational development and achievement.
6. Protects the health and welfare of students.
7. Is responsible for the implementation of effective school systems and structures which may include, but are not limited to: school activities, discipline of students and staff, response to intervention (RTI), assessment, supervision of students, hiring and evaluation of staff, communication and collaboration systems, professional learning communities, master schedule, student scheduling, budget, collaborate advisory team (CAT), parent teacher conferences, back to school night, drills and emergency response planning and preparation, positive behavior intervention support (PBIS), Restorative Justice, instructional coaching of teachers, school maintenance and cleanliness, data collection, and technology.
8. Embraces diversity and acts in a manner that is respectful and inclusive of the variety of families, students and community members which the school and district work to serve.
9. Effectively and efficiently completes all assignments designated by the building Principal.
10. Regularly attends meetings both during and outside of the school day, as required by nature of the position and commitment, including district and building level committees.
11. Implements and monitors school-wide behavioral expectations and policies including monitoring attendance trends and interventions, address safety and welfare issues by holding meetings with parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and regulations.
12. Supervises employees by assigning and directing work, interviewing, evaluating performance, disciplining, and resolving issues.
13. Implements instructional and assessment strategies by collecting and analyzing student achievement data, and facilitating discussions among teachers and staff.
14. Collaborates and develops Master schedules and plan, schedule, and coordinate projects.
15. Other duties as assigned by the Building Principal.

EXPERIENCE AND ACADEMIC PREPARATION:

1. Current Principal license
2. Master's degree

3. 3 to 5 years teaching experience at the secondary level, preferably at middle school
4. Bilingual English/Spanish preferred

OTHER REQUIREMENTS:

High School is looking for candidates who have the following ESSENTIAL characteristics:

- Team player
- Effective leadership capability
- Strong decision making capability
- Effective communication skills
- Significant problem solving capability
- Strong desire to grow professionally
- Efficient and effective management capability
- Team building leadership capability
- Strong desire to expand capacity and capabilities in each of the areas identified above
- Background in organizing and administering the overall program of extracurricular athletics, both intramural and inter-scholastic for the building
- In-depth knowledge of athletics and activities

Candidates should also have the following DESIRED characteristics:

- Ability to:
 - work effectively as the leader of a group and as a participant of a group
 - effectively manage human resources
 - effectively relate to diverse students and student groups
 - discipline students effectively within a PBIS framework
 - provide leadership for an effective student intervention program

EQUIPMENT USED: Telephone, computer, facsimile machine, copiers, printers, audio/visual equipment and other business related equipment.

PHYSICAL REQUIREMENTS:

1. Ability to grasp and manipulate office equipment and other similar tools and equipment.
2. Ability to participate in routine conversation in person or via telephone.
3. Ability to distinguish small objects at near distances.

ENVIRONMENTAL CONDITIONS: The majority of this position's duties are performed inside. Position has little or no exposure to adverse weather or environmental conditions.