

SCHOOL DISTRICT OF BRADFORD COUNTY
JOB DESCRIPTION
ASSISTANT PRINCIPAL, HIGH SCHOOL

QUALIFICATIONS:

1. Master's degree in Educational Leadership or Administration and Supervision from an accredited educational institution.
2. Three (3) years of teaching experience.
3. Certification in Administration and Supervision or Educational Leadership.
4. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage a school budget. Knowledge of collective bargaining agreements. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interview techniques. Ability to use effective public speaking skills. Ability to use problem solving skills. Ability to provide instructional leadership based on current educational trends and research. Knowledge of group and cultural dynamics. Ability to communicate orally and in writing. Ability to work cooperatively with staff, students and parents. Skill in personnel management, interaction, supervision techniques, coaching, evaluation procedures and conflict resolution. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Knowledge of computer hardware and software applications. Knowledge and understanding of all positions supervised. Ability to plan, organize and prioritize activities related to assignment. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to tolerate highly stressful situations. Ability to delegate and monitor assignments.

REPORTS TO:

Principal

JOB GOAL:

To assist the principal with administrative and instructional functions and development and implementation of the school improvement plan to carry out the mission and goals of the school and the district and to meet the educational needs of the students.

SUPERVISES:

Instructional, Support and Service Personnel as directed by the principal

PERFORMANCE RESPONSIBILITIES:

Instructional Program Leadership/Development

1. Assist in the development, implementation, coordination, organization, management, and evaluation of all aspects of the school's educational program including the use of technology.
2. Provide recommendations to the principal regarding curriculum improvement.
3. Supervise equipment selection, acquisition and inventory.
4. Assist the principal in the administration of the summer school program and before and after school programs.
5. Assist with the coordination of student field trips.
6. Assist in the administration of the school's testing programs.
7. Assist in the coordination of the school's accreditation program.
8. Assist in administering the Exceptional Student Education and 504 programs.
9. Assist in administering the English as a Second Language program.
10. Develop and implement the school's instructional program with assistance from district personnel and provide for articulation among school personnel as assigned by the principal.
11. Supervise the purchase, selection and utilization of textbooks, materials, supplies and equipment.

Personnel Action Services

12. Request, orient and assign substitute teachers.
13. Assist with college/university intern assignment and placement.
14. Assist in managing and supervising the exceptional education, bilingual and ESOL programs and requirements.
15. Assist in the preparation of the master schedule.
16. Assist with the supervision of personnel including orientation of new employees as assigned.
17. Assist in developing personnel assignments and duty rosters.
18. Assist with the interview and selection of personnel to be recommended for employment as required.
19. Assist in implementing and administering the negotiated employee contracts.
20. Assist in the coordination of the school's inservice program.
21. Assist in the development of individual professional development plans as required.
22. Supervise assigned personnel, conduct annual performance appraisals and make recommendations to the principal for appropriate employment action.
23. Provide training programs, assistance and feedback to personnel as required.
24. Develop the master teaching schedule and assign teachers according to identified needs.
25. Facilitate personnel development to assure that the school will realize maximum value from each of its employees through inservice, programs for new teachers and other developmental activities.
26. Supervise department or grade level chairs and conduct meetings as appropriate.
27. Provide feedback and assistance to employees as needed.

School Operations/ Delivery Systems

28. Assist the principal with the daily operation of the school.
29. Assist in supervising, monitoring and verifying the accurate and timely completion of data collection and reporting requirements.

ASSISTANCE PRINCIPAL- HIGH SCHOOL (Continued)

30. Assist in the supervision of the maintenance, inspection, safety, and care of the physical plant.
31. Assist in developing and monitoring the school budget as assigned.
32. Provide assistance to the principal in the formulation and implementation of general school policies and regulations.
33. Assist with the development of positive school/community relations and effective communication and act as liaison between the school and community as required.
34. Supervise all facets of the registration process, including but not limited to, the production of the curriculum guide and related materials.
35. Coordinate the production of pre-planning materials including handbooks.
36. Assist in coordinating the school food service program as it relates to the special needs of the school.
37. Maintain adequate property inventory records, key control and security of school property.
38. Approve school-sponsored activities and maintain a calendar of all school events.
39. Coordinate Elementary Teacher Aide Program.
40. Assist with the development of positive school/community relations and effective communication and act as liaison between the school and community as required.
41. Conduct student orientation programs.

Student Support Services

42. Assist with student attendance and discipline as assigned.
43. Enforce district guidelines for proper student conduct with the implementation of disciplinary procedures, policies and statutes that ensure a safe, secure and orderly environment.
44. Maintain visibility and accessibility on the school campus.
45. Assist in coordinating schedules for extracurricular activities and provide supervision for activities as required.
46. Confer with students, parents and teachers to resolve problems and facilitate learning.
47. Assist in interpreting and implementing the Pupil Progression Plan.
48. Assume responsibility for control and direction of pupils related to suspensions from school, suspensions from the bus and school in accordance with board policies and statutes.
49. Assist in establishing guidelines for proper pupil conduct and effective disciplinary procedures and policies for the school.
50. Interpret and enforce the district's Code of Student Conduct.
51. Participate in the administration of the school's athletic program.
52. Manage and supervise student activity programs including the selection of club sponsors.

Personal/Professional Employee Qualities

53. Participate in county-wide management meetings, conferences, workshops, and other meetings and activities appropriate for professional development.
54. Communicate effectively, both orally and in writing, with parents, students, teachers, district personnel and the community.
55. Model effective listening and positive interaction skills.
56. Model and maintain high standards of professional conduct.
57. Set high goals and standards for self, others and the organization.
58. Keep abreast of trends and changes in educational programs and procedures.

ASSISTANT PRINCIPAL, HIGH SCHOOL (Continued)

59. Complete all required reports and maintain all appropriate records.
60. Keep the principal informed about potential problems, unusual events or possible opportunities for school improvement.

Leadership

61. Participate in the development of plans to meet long-range facility needs at the assigned school.
62. Participate in the function of financial planning for the school which may include assisting in the preparation of the school budget.
63. Provide leadership in developing and implementing goals and priorities of the district and school.
64. Provide leadership in the planning and implementation of school improvement initiatives.
65. Implement state statutes, School Board policies and administrative directives.
66. Serve as the administrative head of the school in the absence of the principal as needed.
67. Assist in planning and implementing the school's public relations program.
68. Follow procedures used in the event of school crises and/or civil disobedience and provide leadership in the event of such incidents.
69. Act quickly to stop possible breaches of safety, ineffective procedures or interference with operations.
70. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.

Perform other tasks consistent with the goals and objectives of this position.

*All responsibilities listed are Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the Districts approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel. Board Approved 4-21-08