



## HIGH SCHOOL ASSISTANT PRINCIPAL JOB DESCRIPTION

### JOB INFORMATION

**TITLE:** High School Assistant Principal

**EMPLOYEE GROUP:** Administrative  
**SHIFT:** Per Contract  
**TERM OF EMPLOYMENT:** Full Time, 232 Days  
**HOLIDAYS:** As Per School Calendar  
**LOCATION(S):** High School  
**RATE OF COMPENSATION:** Per Contract  
**FSLA:** Exempt X Non-Exempt  
**Last Edited On:** 09/25/2017

**ADDITIONAL JOB CODES:** 109

**Board Approval Date:** 10/16/2017

### ORGANIZATION

**DEPARTMENT:** Administration

**REPORTS TO:** High School Principal

### JOB SUMMARY

#### QUALIFICATIONS

Possess an Administrative I or II certificate as a Secondary Principal as validated by The Pennsylvania Department of Education.

#### SCOPE OF RESPONSIBILITIES:

1. Curriculum and Instruction
2. Student Services
3. Supervisory/Personnel
4. Administration
5. Building Supervision

### ESSENTIAL FUNCTIONS

#### CURRICULUM/INSTRUCTION

- a. Collect and report data relating to student achievement and curricular initiatives to assist in guiding daily instruction.
- b. Assist the Principal in providing an appropriate instructional schedule for each student.
- c. Develop consistent support programs both during and after school hours that support learning and student achievement.

## **STUDENT SERVICES**

- a. Direct and manage the high school discipline system.
- b. Supervise the disciplining of students whose behavior patterns and practices are in violation of the school regulations or are harmful to the morals, safety, or reputation of others.
- c. Oversee student attendance and enforce Pennsylvania Compulsory Attendance Laws. Utilize the Home and School Visitor when dealing with truancy issues at the high school.
- d. Assist with the supervision of the building special education program as specified by the District and State guidelines, to include acting as the LEA in student IEP's/MDE's and re-evaluations.

## **SUPERVISORY/PERSONNEL**

- a. Provide administrative supervision for the entire staff as well as instructional leadership for the teachers. This supervision should focus on the parameters set forth in the District's Plan for Professional Growth. This evaluation of professional and support personnel should clarify expectations, correct deficiencies, and encourage professional growth.
- b. Assist the Principal in maintaining liaison with the various disciplines that are included in the instructional program and the professional staff.
- c. Work in conjunction with the Director of Curriculum and Instruction and Assistant Superintendent in providing continual opportunities for the professional development of staff.
- d. Assist in the assignment of substitute teachers from the District's approved list.

## **ADMINISTRATION**

- a. Report immediately to the Principal any happenings of a serious or unusual nature.
- b. Participate as a member of building level and district committees.
- c. Assist the Principal with the inspection of all buildings and grounds and make necessary recommendations to custodial/maintenance staff.
- d. Monitor bus evacuation drills, fire drills, and emergency drills.
- e. Take an active interest in professional organizations and promote professional improvement.
- f. Attend extracurricular events in support of the overall student body.
- g. Attend school board meetings as requested by the Principal and/or Superintendent of Schools.

## **BUILDING SUPERVISION**

- a. Assist the Principal in the proper supervision and operation of the building.
- b. Assume the responsibility for the proper supervision and operation of the building in the absence of the senior high principal.
- c. Develop, maintain, and coordinate the annual revision of the high school student handbook and faculty handbook.

## **MISCELLANEOUS RESPONSIBILITIES**

- a. Perform other duties as directed.

## **WORK ENVIRONMENT**

- a. Office, schools, meeting areas

## **ATTENDANCE**

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

## **PHYSICAL DEMANDS**

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for limited periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

## **SENSORY ABILITIES**

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones, interview job candidates, conduct staff meetings.
- c. Ability to speak clearly and distinctly.

## **TEMPERAMENT**

- a. Must appropriately handle confidential information as required by State and Federal regulations.
- b. Must be courteous and able to effectively manage people.
- c. Must be able to interact well with various publics and individuals.
- d. Must be able to work as a manager and member of a team.
- e. Must be cooperative, congenial and service-oriented, and promote these qualities in the department.

## **COGNITIVE ABILITY**

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

## **SPECIFIC SKILLS**

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a department with varied changing, service demand.

## **LICENSE**

- a. Valid Driver's License

## **COMMENTS**

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.

- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

*The Big Spring School District is an equal opportunity employer.*