

TITLE: **ASSISTANT HIGH SCHOOL
PRINCIPAL/ASSISTANT SUPERVISOR OF
ATHLETICS**

QUALIFICATIONS: Administrative certification
Qualified to evaluate staff

REPORTS TO: Building Principal
Supervisor of Athletics

JOB GOAL: To relieve the Principal of such impediments as prevent said Principal from fulfilling his chief responsibility of promoting the educational well-being of each student in the school.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Principal in the overall administration of the school.
2. Serves as Principal in the absence of the Building Principal.
3. Assists the Principal in applying for state and federal grants and assists in the administration of those programs.
4. Works with administration and staff in compiling annual budget requests.
5. Oversees and coordinates all Student Service activities including but not limited to:
 - a. Guidance Services
 - b. Discipline Program - (supervises after school detentions)
 - c. Attendance monitoring/truancy determination
 - d. Safety inspections and drills including bus evacuation, fire and tornado drills
 - e. Student insurance program
 - f. Hallway supervision
 - g. Extra curricular supervision
 - h. Public relations program for student activities
 - i. Serves as liaison with youth serving agencies
 - j. Coordinates parent conferences, as needed.
 - k. Assists at Special Ed. Staffings, as needed.
 - l. Works closely with "At Risk" students.
6. Assists Principal with evaluation of certified and educational support staff.
7. Supervises Saturday Detention as needed.
8. Performs such record keeping functions as the Principal may direct.

9. Assists with Student Leadership initiatives.
10. Organizes 1-8 Leadership Conference Program when appropriate.
11. Responds to the High School Security System alarms as needed.
12. Provides duty rosters and procures volunteer help as needed.
13. Assists with supervision and evaluation of custodial staff as requested by the building principal.
14. Serves as summer school principal.
15. Serves as Assistant Supervisor of Athletics for the school district. Serves as the Supervisor of Athletics in the Supervisor's absence. Implements the proper procedure when a parent has a question in regard to their son/daughter's status on a team. Works with problems between a parent and a coach with assistance from the Athletic Director. Forwards unresolved issues to the Director of Athletics. Conducts evaluations (with Athletic Director input) of various High School Coaches as determined by Supervisor of Athletics. Assists the Athletic Supervisor as needed. Organizes the Volunteer Worker Recognition dinner and assists with 3-Sport Athlete Recognition for the district.
16. Performs such other tasks and assumes such other responsibilities as the Principal or Superintendent may assign.

TERMS OF EMPLOYMENT: Work Year shall be 210 days, which will include the supervision of summer school, extending from August 1 through July 31

EVALUATION: Evaluation will be ongoing with the Building Principal and the Superintendent