

Principal, Assistant – High School

School District Job Description

Position Title: Principal, Assistant - High School

Department: Building

Reports To: Principal

SUMMARY:

Responsible for providing assistance to the Principal in the administration of the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned

- Works with other assistant principal(s) in serving as school leader in the absence of the principal.
- Administers a program of student discipline.
- Assists with staff evaluation.
- Manages building staff including class schedules and building problems
- Assists scheduling special events during the school day.
- Assists with coordinating the development of the master teaching schedule.
- Provides general supervision to students.
- Oversees extra curricular activities.

SUPERVISORY RESPONSIBILITIES:

Supervises over 50 employees in the High School when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Acknowledged _____

Date _____

EDUCATION AND EXPERIENCE:

Masters Degree in Education, minimum five years teaching and/or administrative experience.

CERTIFICATES. LICENSES. REGISTRATIONS

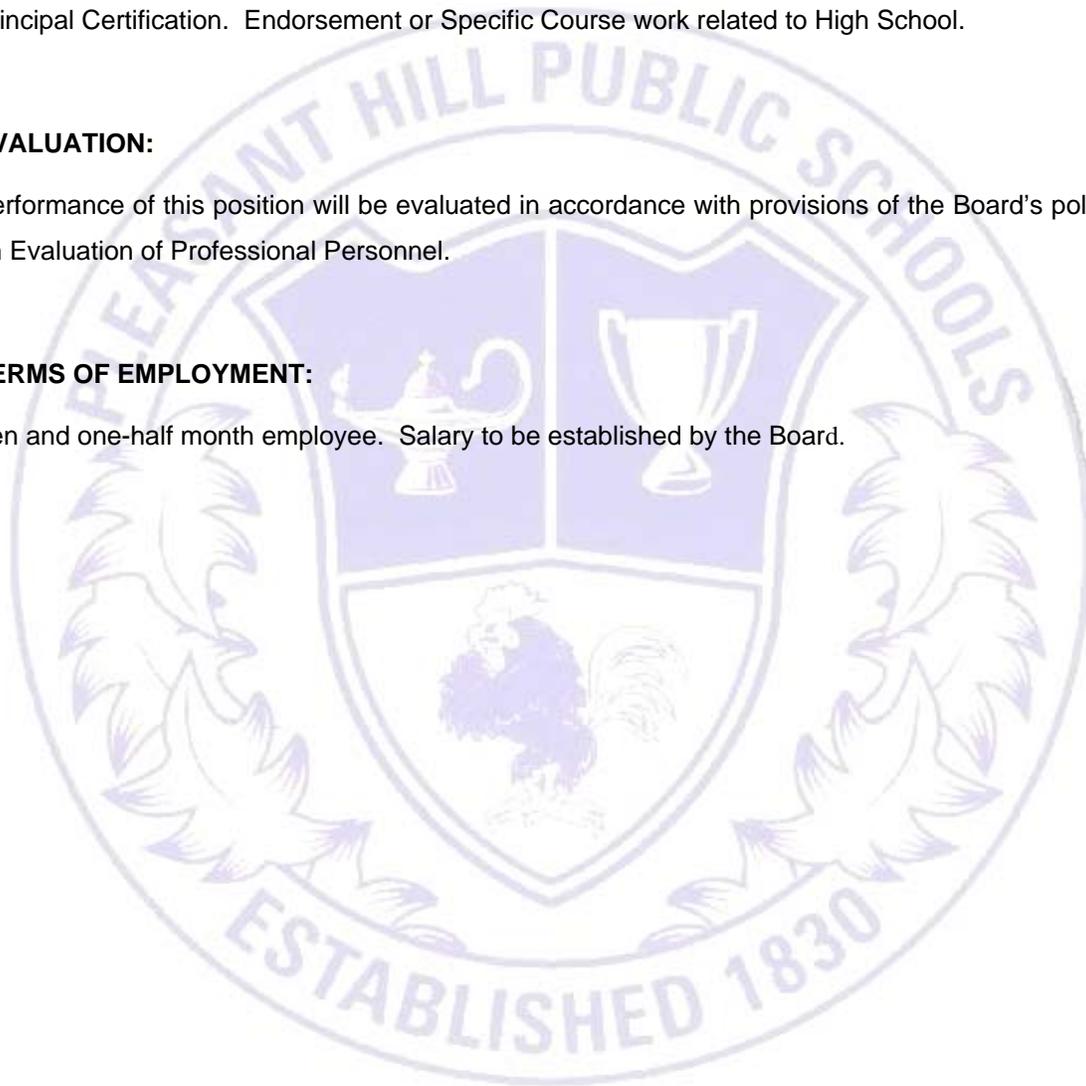
Principal Certification. Endorsement or Specific Course work related to High School.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT:

Ten and one-half month employee. Salary to be established by the Board.



Acknowledged _____

Date_____