

## JOB DESCRIPTION

### HIGH SCHOOL ASSISTANT PRINCIPAL I

#### A. Brief Description of Position

Assists and supports the principal in discharging his/her responsibilities within the framework of the administrative design utilized at each high school.

#### B. Duties and Responsibilities

The outcome of an Assistant Principal's job performance will be as follows:

1. In the absence of the Principal the Assistant Principal will assume the responsibilities of chief building administrator.
2. Other administrators will feel that the Assistant Principal has worked cooperatively with them in the carrying out of their responsibilities.
3. Control 1, Athletic and Student body budgets will be efficiently maintained with accountability receiving primary concern.
4. Department Chairpersons (or Unit Administrators) will feel they have been adequately informed of budget balances and procedures and involved in determining distribution of Control 1 on-site funds.
5. Staff members will feel that needs of their job functions are recognized and, when possible, provisions are made to satisfy them.
6. The Principal will receive assistance he determines necessary in the evaluation, selection and placement of certificated staff.
7. School goals and objectives will continually be examined by the Assistant Principal to assess the degree to which they are being accomplished. Steps will be taken toward solution of problems as they are recognized. The Principal will determine that the solution proposed by the Assistant Principal is appropriate.
8. Staff members will be informed of proper procedures to follow in relation to the ordering and procurement of instructional materials.
9. The teaching and administrative staffs will testify that the Assistant Principal makes a constant attempt to keep the campus free of situations hazardous to student safety.
10. Students referred by staff for discipline will be handled in such a manner as to bring about a more positive relationship between staff, student and parents.
11. The Assistant Principal will be available to students, staff and parents to provide assistance in handling concerns and to moderate problems which arise.

## JOB DESCRIPTION CONTINUED

12. Teachers and Unit Administrators will feel they have received a reasonable amount of support in their attempts to achieve their instructional and assigned goals and assignments.
13. The Principal will receive assistance from the Assistant Principal in an annual assessment of needs and in establishing objectives geared to satisfy their needs.
14. District office administrators will feel that the Assistant Principal has worked with them to help provide effective maintenance and general operation of the school.
15. The Assistant Principal will share supervision of extra-curricular activities on the campus with the Principal and Unit Administrators.
16. Care of injured students, as handled by the Assistant Principal in the absence of and/or in conjunction with the Health Educator, will be accomplished in a manner most beneficial to the welfare and the safety of the student. The staff will also be made aware of proper techniques and procedures to employ when dealing with student injuries.
17. The Principal will receive the professional support he deems necessary from the Assistant Principal to efficiently operate the school.
18. Expenditure of Student Body and Control 1 on-site funds will be supervised by the Assistant Principal to help insure efficiency and legality.
19. Civil Defense and/or fire drills and precautions will take place under the supervision of the Assistant Principal as directed by the District.
20. Annual objectives based on the needs of the program will have been established.
21. Accomplished objectives will be evident with supporting data, and reasons for not accomplishing established objectives will be evident.

Additional Duties and Responsibilities as assigned by the respective on-site Principals:

### Monte Vista

1. A positive workable relationship will be developed and maintained between the school and the District Maintenance and Operations Departments.
2. Rules and regulations regarding field trips and their procedures will be enforced and accurately transmitted to the staff.
3. Graduation and Bacculaureate exercises will receive considerable attention with emphasis on providing a positive experience for all involved.