

JOB DESCRIPTION

HIGH SCHOOL ASSISTANT PRINCIPAL II

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: (All duties and responsibilities listed below may not be applicable at every high school but will vary because of differences in administrative design.) In absence of the principal, the Assistant principal may be designated to assume the responsibility of chief building administrator.

1. Designated District programs will be supervised and evaluated to the degree that the principal will verify that the objectives of the programs will have been met.
2. Assigned departments will be given direct assistance in the area of curriculum development that results in a departmental opinion that the Assistant Principal's assistance has been helpful.
3. Meetings will be held with department chairpersons in a timely and helpful way so that the chairperson will feel he/she has been assisted.
4. New teachers will attest to the value of the Assistant Principal's assistance in orientation and instructional supervision.
5. Teachers will certify that the Assistant Principal was responsive to requests to cover their classes on an emergency basis.
6. The principal will receive assistance he determines necessary in the evaluation, selection and placement of certificated staff.
7. Candidates for certificated positions will be interviewed by the Assistant Principal whose recommendations will be evaluated as sound by the principal.
8. Supervision of support services personnel will be provided to the extent that the principal agrees that improvement in school programs has resulted.
9. 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.

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10. School campus supervision will be provided. The principal will attest that campus climate has improved as a result of the supervision of the Assistant Principal.
11. Parent conferences will be initiated and held and found productive.
12. Pupil personnel workers, psychologists, teachers, counselors and parents will be conferred with regarding student problems. These conferees will feel that the Assistant Principal has included their views in his/her deliberation.
13. Community agencies will be conferred with regarding student problems. These agencies will state that a good working relationship exists between themselves and the Assistant Principal.
14. Textbook requests will be approved and expedited to the satisfaction of teachers.
15. Requests for classroom supplies, materials of instruction, audio-visual material, furniture, instructional and noninstructional, will be coordinated with the result that teachers will state that the Assistant Principal has been effective in these areas.
16. Inventories of capital outlay items and expendable supplies will be provided and maintained so that the principal is satisfied that budget requirements are met and teacher requests are fulfilled within budget limitations.
17. Coordination of school activities will be provided so that events will not be in conflict over time or space.
18. School facilities' usage will be coordinated so conflicts will not occur.
19. School activities will be supervised in such a way that the principal will feel that the activities program is well organized and that management problems are minimized.
20. Supervision for buses on campus will be provided with a result of no more than four reportable bus incidents occurring while the buses are still on campus.
21. Bus requests will be processed in a way that the principal determines to be consistent with budget and program needs.
22. Issuance of student driving permits will be supervised. All eligible student drivers will be licensed as verified by the Driver Training Coordinator.
23. Faculty parking procedures will be coordinated and supervised to the degree that faculty will feel comfortable with the procedure.
24. Supervision of field trips will be consistent with the field trip procedure as evaluated by the principal.
25. Attendance procedures for the school will be established and supervised so that the student non-ill absence rate will not exceed 3%.

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26. Supervision of the attendance office will be provided so that attendance office personnel indicate that the operational procedures are smooth.
27. The Assistant Principal will assist department chairpersons in the development of individual teaching assignments for the department so that the principal will declare that minimal problems emerge.
28. Teachers' handbook will be updated and revised as necessary. Teachers will indicate that the handbook is a useful document.
29. Weekly activities bulletin will be coordinated and provided. Students and staff will state that the activities bulletin is accurate, timely and helpful.
30. Use of the school public address system will be coordinated and supervised. Students and staff will state that the use of the public address system is helpful.
31. Assistance for planning and coordinating faculty meetings will be provided to the principal who will attest that the Assistant Principal has been helpful and effective in this regard.
32. Supervision of student lockers and faculty key distribution will be provided so that students and staff will testify that the Assistant Principal has been responsive to their concerns in these areas.
33. District office reports on accidents, vandalism, surveys, attendance and inventories will be coordinated and provided. The appropriate District office personnel will evaluate the timeliness, thoroughness and suitability of these reports.
34. The principal will attest that the Assistant Principal's management of assigned budget responsibilities is effective in keeping with approved budgetary practices.
35. The Assistant Principal will facilitate relationships between school personnel and community agencies as seen by the school personnel involved.
36. Health and safety programs will be coordinated by the Assistant Principal. The principal will be satisfied that these programs are managed so that they are helpful to students.
37. Annual objectives based on the needs of the school will have been established.
38. Accomplished objectives will be evident with supporting data and the reasons for not accomplishing established objectives will be evident.

C. Supervision Exercised or Received

Supervised by the principal. Assists the principal in the supervision of certificated and classified staffs.

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