



## **ADMINISTRATIVE JOB DESCRIPTION OF HIGH SCHOOL ASSISTANT PRINCIPAL**

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### **QUALIFICATIONS:**

1. A Master's Degree or higher in secondary educational administration.
2. A valid administrative certificate.
3. A minimum of five years experience as a teacher or administrator.

### **JOB GOAL:**

To perform those tasks assigned by the building principal and assist the building principal in the development and continuous implementation of a high school program which promotes the educational well-being of each student in the school.

### **EVALUATED BY:**

High School Principal

### **SUPERVISES:**

Assigned staff

### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership
  - a. Assists in the establishment of goals and objectives for the school.
  - b. Provides leadership in planning, implementing and evaluating instructional programs.
  - c. Provides leadership in teaching techniques, innovation and class organization.
  - d. Represent the building administrative team on school district committees as assigned.
  - e. Coordinate student teachers and other university observers within building as assigned.
  - f. Manage specific academic departments as assigned.
2. Staff Personnel
  - a. Assists in the process of interviewing, evaluating, and selecting new staff members.
  - b. Assists in the determination of staff needs.
  - c. Assists in working with individual staff needs.
  - d. Evaluate personnel and assist in the determination of goals to improve performance.
  - e. Prepare formal evaluations as directed by Board policy and administrative regulations.

- f. Coordinates the revision of the teacher handbook as assigned.
- g. Coordinate teacher, mentorship inservices.

### 3. Curriculum Development

- a. Shall assist in the direction, supervision, and evaluation of the building instructional program.
- b. Assists in the maintenance and improvement of the quality of the instructional program by being responsible for teacher implementation of the curriculum.
- c. Assists in providing the leadership necessary to ensure that each teacher is following the Graded Course of Study.
- d. Oversee new course proposal process as requested.
- e. Coordinate, organize, and publish Course Selection Handbook annually as assigned.
- f. Manage student course registration through guidance as assigned.
- g. Coordinate and facilitate the development of the building master schedule: courses, sections, and teacher schedules as assigned.
- h. Assists with and/or coordinates inspections and visitations by State or National Educational agencies as assigned.

### 4. Pupil Personnel

- a. Assists in the planning and implementing of programs for the health, safety and welfare of the students in the building.
- b. Supervises extra and co-curricular activities in the school at the direction of the high school principal.
- c. Enforces and establishes disciplinary procedures which allows due process to the rights of students; familiarizes students, staff, and parents with the disciplinary procedures; hears and acts on behavior problems referred to the principal's office supervises the personnel responsible for the Alternative Learning Center and Saturday school; compiles the annual discipline report; revises annually the student handbook assigned by the building principal.
- d. Establish attendance procedures which allows due process to the rights of students; familiarizes students, staff, and parents with the attendance procedures; hears and acts on attendance problems referred by attendance personnel as assigned by the building principal.
- e. Supervises the high school's guidance and health programs; establishes and maintains procedures for the transition of students entering and leaving the school; establishes and maintains the school health program including up-to-date health records; plans and supervises all emergency preparedness programs including fire and tornado drills as assigned by the building principal.

- f. Establishes and maintains the various extra-curricular and co-curricular activities which are sponsored by the high school; recruits and supervises the faculty advisor for each student activity; implements the rules governing the students participating in student activities; assists the principal in the planning for the baccalaureate and graduation; supervises extra co-curricular activities in the school at the direction of the principal.
  - g. Coordinate special academic programs and award programs as assigned.
  - h. Coordinate CBE testing State proficiency testing and other assessment (PSAT, ACT, Plan, AP exams as requested.
  - i. Provides supervision for the student driving and parking lot programs as assigned by the building principal.
- 5. Public Relations
  - a. Assists in the communication between the school and the community.
  - b. Assists in working with the civil authorities.
  - c. Serves as a liaison between the school and the community.
  - d. Assist in the development and presentation of parent information and conference evening programs as assigned by the building principal.
- 6. Resource Management
  - a. Manage computer services for the administration of the building: grading, academic history, GPA, master scheduling student information, and attendance as assigned by the building principal.
  - b. Assist in the development and implementation of building policy and procedure as assigned by the building principal.
  - c. Assumes responsibilities for the safety and administration of the school plant when applicable as assigned.
  - d. Directs and provides input into the preparation and management of the school budget as assigned.
  - e. Administer the expenditure of funds allocated to the high school; approve all requisitions connected with the day to day building operation; assists in the preparation and organization of teacher requests for materials, supplies and equipment as assigned by the building principal.
  - f. As assigned by the building principal, monitors the maintenance of the school and school facilities; assists in the security of the building; assists in the supervision of the classified employees; monitors yearly inventories of all textbooks and school equipment; approves all work and maintenance orders; coordinates all facility usage and rental.
- 7. Professional Growth
  - a. Participates in professional growth activities.
  - b. Participates in professional organizations whose purpose is to improve administrative skills.
  - c. Participates in district-wide committees.

d. Participates in decision making, planning and evaluation at the district level.

8. Other duties as assigned by the Superintendent or his/her designee.

**CONDUCT:**

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**TERMS OF EMPLOYMENT:**

226 work days

20 paid vacation days

246 contract days per year beginning August 1

Salary:

As established by the Board of Education  
Level 13

*The Dublin City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.*