



Position Title: **High School Associate Principal**

Department: Administration

Reports To: High School Principal

SUMMARY: Assists principal in providing leadership to staff and students in implementing board policy, and District and site goals. Acts as the principal in his / her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Serves as a principal in the absence of the regular principal
2. Assists the principal in the overall administration of the school and providing instructional leadership to the staff
3. Assists in the evaluation of licensed and classified staff in accordance with board policy, and state and federal regulations
4. Assists principal in development of the master schedule, curriculum guide, and assignment of personnel
5. Ensures clear and measurable goals are established and focused on critical needs regarding improving overall and individual student achievement at the school level
6. Provides a clear vision as to how instruction should be addressed in the school
7. Aware of predominate instructional practices throughout the school
8. Ensures that licensed staff are provided with clear, ongoing evaluations of their pedagogical strengths and weaknesses that are based on multiple sources of data and are consistent with student achievement data
9. Recognized as a leader in the school who continually improves his or her professional practice
10. Acknowledges the success of the whole school, as well as individuals within the school
11. Administers a program of student discipline and student attendance which encourages positive performance
12. Supervises the Attendance clerk and manages correspondence and letters/contracts relative to attendance and student discipline programs
13. Provides general supervision to students during the school day and at co-curricular events
14. Responsible for directing all athletic and co-curricular activities and the scheduling of athletic and co-curricular event supervision
15. Assist principal in fostering positive community relations with parents, parent groups, school volunteers, outside agencies, the general public, and community organizations
16. Supervises classified staff and facilities as assigned by principal
17. Maintains the calendar of school events

18. Organizes information and data needed for the publication of the faculty/staff handbooks, student handbooks and school newsletters
19. Assists the principal in the supervision of all federal programs and Special Education; attends IEP meetings as directed by principal
20. Attends monthly board meetings
21. Corresponds with district staff and stakeholders via email
22. May be asked to translate, if applicable
23. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Assist principal with management and supervision of all certified and classified staff. Manages attendance clerk and classified staff as assigned by the principal. Carries out supervisory Responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION RESPONSIBILITIES: Master's Degree in Education. Administration, Special Education or Counseling experience recommended. Five years of successful classroom and leadership experience. Previous administrative experience preferred.

CERTIFICATES, LICENSES, REGISTRATION: Valid Oregon Administration Certificate.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

WRITING SKILLS: Ability to write simple correspondence. Ability to write routine reports and correspondence. Ability to write speeches and articles for publication in a variety of formats and styles. Ability to speak effectively with other employees and/or students. Ability to present information in one-on-one and small group situations to customers, clients, other employees, and/or students. Ability to speak and present effectively before vendors, administration and staff. Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public and the Board of Education. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or member of the business community.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as statistical inference. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts. Ability to work with mathematical concepts such as statistical inference.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit; occasionally walk and stand and repeated finger motion i.e. keyboarding and reach with arms and hands. Specific vision abilities required by this job include close vision; color vision; good depth perception; the ability to see objects at a distance; and the ability to communicate through speech.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works inside and outside. The employee is exposed to sunlight, infection, and to allergens. The employee must have the ability to hear conversation in a quiet environment as well as a noisy environment. The employee must have the ability to meet deadlines with severe time constraints. The employee must be able to work irregular or extended hours.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date

