

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

**Job Title:** Assistant Principal, Senior High      **Job Code:** 73010  
**Job Classification:** 04 Asst. Principals, School-Based Admin.      **EEO Line:** 16  
**Job Class Category:** D Administrative Personnel      **Job Description Supplement Code:** 9  
**Reports to:** Principal      **Salary Locator:** Support Schedule 3

### SUMMARY:

To assist the Principal in providing vision and instructional leadership to develop, administer and monitor educational programs to ensure student achievement and a safe school program for students, staff and community.

### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution
- (2) Certification in Educational Leadership
- (3) Minimum of three (3) years successful teaching experience
- (4) Satisfactory criminal background check
- (5) ESOL Endorsement/Certification preferred

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to utilize technology in facilitating instruction
- (4) Knowledge of federal, state and District rules, regulations and policies as they relate to job functions
- (5) Knowledge of and ability to use word processing, databases and spreadsheet applications
- (6) Skill in handling constituent's problems, concerns and emotional distress with sensitivity and tact
- (7) Ability to read and interpret applicable laws, rules, policies and procedures
- (8) Ability to communicate effectively, both orally and in writing
- (9) Ability to plan, organize and prioritize activities related to assignment
- (10) Ability to analyze, interpret and use data in decision-making
- (11) Ability to make presentations to a variety of audiences
- (12) Ability to carry out job responsibilities and handle sensitive information in a confidential manner
- (13) Ability to work independently and make decisions with minimum supervision
- (14) Ability to handle multiple tasks in a professional and courteous manner
- (15) Ability to establish and maintain effective working relationships with other employees, general public and governmental agencies
- (16) Ability to work effectively to furnish needed information to administrators, other departments, governmental agencies, media, general public and parents
- (17) Ability to tolerate highly stressful situations
- (18) Ability to adjust tasks and schedule to changed priorities

### SUPERVISES:

Assigned Instructional, Support and Classified Personnel

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Model and maintain high ethical standards
- (3) Establish high standards and expectations for all students to accept responsibility for behavior.
- (4) Supervise students and consistently administer rules regarding student behavior.
- (5) Assist students in learning to accept responsibility, demonstrate respect for people and property, and demonstrate self-discipline.
- (6) Assist in developing and maintain school atmosphere conducive to learning and student achievement

- (7) Assist in the development, implementation and evaluation of the instructional program, including the use of technology at the assigned school
- (8) Utilize current research, outside sources, performance data and feedback from parents, students, teachers and the community to assist in making decisions related to improvement in instruction and student performance
- (9) Ensure compliance with rules and procedures for Exceptional Student Education instructional programs, services and discipline
- (10) Serve as MTSS Coordinator
- (11) Serve as Curriculum Coordinator
- (12) Serve as active participant on MTSS Team
- (13) Coordinate the selection of textbooks, materials and equipment needed at the school
- (14) Facilitate the testing program as assigned
- (15) Promote high student achievement
- (16) Demonstrate initiative in the performance of assigned responsibilities
- (17) Establish a professional rapport with students that earns their respect.
- (18) Use team approaches in solving problems and improving processes and provide frequent feedback to those involved in improvement efforts.
- (19) Assist with the establishment and maintenance of individual professional development plans (growth plans) for instructional employees as assigned.
- (20) Assist with interviewing and selecting qualified personnel for open positions
- (21) Assist in establishing assignments for instructional and classified personnel
- (22) Assign tasks and supervise personnel in task accomplishment, including special projects
- (23) Assist with monitoring the custodial program at the school to ensure a clean, healthy and safe learning environment
- (24) Assist with the supervision of all extracurricular programs as required
- (25) Assist with the management and supervision of student activity programs, including the selection of club sponsors and coaches.
- (26) Maintain visibility and accessibility on the school campus and at school related activities and events.
- (27) Serve as an arbitrator for serious discipline problems in accordance with District policies and state statutes.
- (28) Assume responsibility for control and direction of students related to suspensions from school and/or suspensions from bus and school in accordance with School Board policies and state statutes.
- (29) Prepare referrals for student personnel services as needed.
- (30) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration.
- (31) Work cooperatively with adults assigned (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (32) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (33) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (34) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (35) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law
- (36) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (37) Communicate with parents and school counselors on pupil progress
- (38) Serve as the administrator on assignment in the absence of the Principal
- (39) Perform any other duties as assigned by Principal or Superintendent

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

**BOARD APPROVED:**

June 16, 2005

Amended: May 20, 2014