

Assistant High School Principal

Desired Qualifications:

A Master's degree in secondary school administration from an accredited college or university and a valid state administration certificate.

A minimum of four years successful experience in education.

Hold or be eligible for Iowa Evaluator approval.

Such alternatives to the above qualifications as the board may find appropriate and acceptable.

Reports to:

High School Principal

Position Goal:

To assist the high school principal in the administration of the total program so as to promote the educational development of each student as well as the professional development of each staff member.

Functions of Assistant High School Principal:

Performs those tasks identified by the principal as essential in contributing to the overall effectiveness of the program of studies.

Assist the high school principal in fostering sound interpersonal relationships among students, teachers, parents and administrators.

Assist the high school principal and activities director in managing the student services and activities programs, including development and proper implementation of guidelines for activities sponsors.

Assist in the supervision of support personnel, the maintenance of the building and preparation of special reports and forms.

Supervises and is accountable for the maintenance and currency of each student's attendance records and enforces district attendance policies.

Exercises appropriate leadership in processing student behavioral problems, including accurate record keeping of infractions as well as communication with parents.

Establishes and maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.

Shares with the activities director and high school principal the responsibility for organizing and supervising all major events and programs in the school.

Assist in the implementation of the plan for proper conduct of participants and spectators at all public events.

Plans and supervises fire drills, tornado drills, and an emergency preparedness program.

Assists in the communication of the school's philosophy, purposes, program and problems to the students, staff, central staff, board and the community.

Keeps abreast of trends, promising ideas, and research in the profession by attending professional meetings, reading professional literature, pursuing appropriate formal education and discussing problems of mutual interest with others in the field.

Assumes responsibility of the high school principal in his absence.

Assists in the preparation of student and teacher handbooks.

Routinely inspects school facilities, including hallways, restrooms, classrooms and special areas.

Performs such other duties and assumes such other responsibilities as the high school principal may assign from time to time.

Sets priorities in the context of improving student achievement.

Articulates and promotes high expectations for teaching and student learning.

Aligns the educational programs, plans and actions to the district's vision and goals for student learning.

Creates symbols, ceremonies, and activities that support the vision and mission of the district.

Develops communication strategies to inform stakeholders of progress towards the vision and mission of the district.

Provides leadership for assessing, developing and improving school environment and culture.

Recruits, interviews and recommends teachers and staff to support quality instruction.

Provides leadership, encouragement, opportunities, and structure for all staff to continually design more effective teaching and learning experiences for all students.

Evaluates staff and provides direction for improving instruction.

Develops and supports professional development of staff to improve student learning.

Demonstrates awareness of professional issues and developments in education.

Develops and revises as needed his/her own professional development plan for continued improved performance.

Operational procedures are designed and managed to maximize opportunities for successful learning.

Effectively manages board policies and procedures.

Demonstrates effective communication skills with a variety of stakeholders in the operation of the school.

Addresses problems in a timely manner.

Manage fiscal resources of the schools responsibly, efficiently, and effectively.

Works to assure the school plant, equipment, and support systems operate safely, efficiently and effectively.

Engages the community to create shared responsibility for student and school success.

Promotes and supports parent/student/community involvement in the school.

Shares leadership and decision-making.

Connects students and families to the health, human and social services they need to stay focused on learning.

Demonstrates ethical, trustworthy, and professional behavior.

Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.

Treats people fairly, equitably, and with dignity and respect.

Applies policies and procedures in a fair and equitable manner.

Demonstrates appreciation for and sensitivity to the diversity in the school community.

Serves as an effective spokesperson for the welfare of all members of the learning community.

Promotes respect for diversity in the school and community environment.

Engages in dialogue with other decision-makers to improve teaching and learning.

Communicates clearly to the community about building/district issues and performances.

Provides leadership through assisting in the development of mutual expectations, procedures for working together, and formulating district policies.

Knows and supports the building/district school improvement plan and accurately interprets and reports progress on goals.

Other duties as assigned.

Terms of Employment:

Salary and work year to be established by the board.

Evaluation:

Performance of this position will be evaluated annually in accordance with provisions of the board's policy on evaluation of personnel.