



DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

TITLE: Assistant Principal - High School

DATE: May 2024

DEPARTMENT/GROUP: Educational Programs/Act 93, Range 4

LOCATION: District by Building

REPORTS TO: High School Principal

FLSA: Exempt

JOB SUMMARY: Facilitates the educational achievement of all students while providing a safe environment conducive to learning. Supervise staff to promote professional development.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Provides leadership in the recruitment, selection, assignment, observation, and evaluation of school personnel.
2. Assists in the coordination and implementation of professional development and the improvement of instructional practices.
3. Maintains student attendance records, master schedule, activities/events schedule, and use of building schedule.
4. Enforces code of discipline, meetings with parents and students, and maintains records.
5. Serves as liaison for the Student Assistance Team and serve as LEA for grade level IEP's; serves as school assembly liaison and liaison for subject departments.
6. Maintains availability for bus duty, directing traffic and students, checking in buses, bus referrals, bus slips, and ensuring safety of students.
7. Chaperones dances, prom, activities, athletic events, concerts, etc. and participates in District events.
8. Monitors in-school suspension, detentions, and summer/night-school, scheduling staff, dates, and times for these programs.
9. Supervises, hires, and evaluates the copy room aide and maintains supplies; supervises support staff, custodians, security personnel, attendance secretary, and learning support aides.
10. Chaperones/supervises and coordinates transportation for activities and events, such as field trips and athletic games.
11. Hires and supervises cafeteria workers; monitors lunches daily.
12. Maintains compliance with district policies and procedures.
13. Maintains purchase orders for shipping and receiving.
14. Oversees the processing of teacher requisition forms for general supplies.
15. Serves on various committees as requested.
16. Oversees Keystone responsibilities.
17. Acts as school parking coordinator; develops and maintains parking records for students and staff.
18. Develops school calendar, parent handbook, student handbook, fundraisers, and club booklet.
19. Acts as liaison to vocational and other alternative schools/programs.
20. Resolves physical conflicts (fights) and supervises medical situations. Responsible for drug searches, both individual and building-wide (dogs), building-wide/district-wide emergencies, and lockdown situations.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Other duties as may be assigned.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. Candidate must be a graduate of an accredited college or university and hold a proper Pennsylvania administrative certification for the position.
 - Master's degree required.
2. Five (5) years of successful experience in public education as a teacher or administrator necessary, including elementary or secondary school instruction.
3. Prior assistant principal or supervisory experience is helpful.
4. Knowledge of best practices in curriculum integration, instruction, professional development, public relations, and admissions preferred.
5. Decision making skills are significant to the job, affecting a large segment of the organization, students, teachers, and parents.

6. Candidate must possess good moral character and demonstrate leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents.
7. Candidate should be skilled in the use of word processing, data base, IEP software, office equipment, and presentation software.
8. Must have and maintain a valid state vehicle operator's license and a good driving record.
9. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
10. Candidate must adhere to all local, state, federal, and school code requirements for employment.

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

- A. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access file cabinets, office equipment, etc.
- B. The employee is frequently required to communicate, to provide accurate information to others, and to obtain and follow directions.
- C. The position requires the employee to constantly operate a computer and other office equipment such as a copy machine, fax, and printer.
- D. Ability to lift and/or exert up to 20 lbs. of force to occasionally move objects.
- E. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
- F. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional, irregular, or extended work hours.
- G. Some/occasional local travel may be necessary: Must be able to provide own transportation to school related functions/meetings, community agencies and schools throughout our service area.
- H. The employee is frequently required to interact in person and by phone or e-mail with the public, students, parents, staff, other administrators, board members, and community agencies.

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

A copy of this form may be obtained in the Human Resources Department.

The Downingtown Area School District is an equal opportunity employment, educational, and service organization.