



**High School Assistant Principal
Job Description Number: 104**

Job Description: 104 HIGH SCHOOL ASSISTANT PRINCIPAL

Qualifications:

- Master's degree
- Valid Ohio license as an administrator
- A minimum of three years experience in the field of public education, including experience as a classroom teacher
- Demonstrated skill in oral and written communication using up-to-date technology
- Such alternatives to the above as deemed appropriate by the Superintendent

Preferred:

- Valid Ohio Teacher Evaluation System (OTES) and Ohio School Counselor Evaluation System (OSCES) Credentialing
- Certified in crisis prevention, trauma-informed behavior management

Reports to: High School Principal

Employment status: Full-time Administrator (260 days)

Description: The High school assistant principal will support the principal in fulfilling the chief responsibility of promoting the educational development and well-being of each student. The High school assistant principal will assist in carrying out the mission, vision, and core values of the district and school.

The below lists are not ranked in order of importance.

Essential Functions:

1. Promoting the psychological and physical safety of students:
 - a. Ensure the safety of students.
 - b. Promote a positive school climate.
 - c. Serve as a role model for students.
 - d. Maintain respect at all times for confidential information (e.g., test scores, student/personnel information).
 - e. Provide supervision on school property.

2. Core instruction:

- a. Assist in the supervision and evaluation of staff in accordance with the OTES, OSCES, and other district priorities in order to promote equitable and rigorous outcomes for students.
- b. Assist in professional development opportunities.
- c. Coordinate student activities aligned to students' academic, wellness, and sense of belonging (e.g., field trips, field day) and serve as an Instructional Leader to staff.
- d. Share in the coordination of the Multi-Tiered System of Support (MTSS) process and serves as a district representative in meetings such as 504s.
- e. Assist in the implementation of special education programming, including serving as the district representative at IEP, ETR, and other special education student meetings.
- f. Oversee and implement state and district assessments, including but not limited to, Ohio Graduation Test, ACT, AP, PSAT, and others.
- g. Develop procedures to ensure the state and district requirements for graduation are communicated and supervised for each student and family.
- h. Develop and organize the student handbook and curricular course of study.

3. Operations:

- a. Serve as the school's decision-maker and authority in the absence of the principal.
- b. Assist the principal in the overall administration of the school.
- c. Develop and implement structures to maximize learning.
- d. Develop and implement attendance policies consistent with the Board of Education policies and state laws.
- e. Develop and implement appropriate disciplinary procedures.
- f. Coordinate the opening and closing of each school year.
- g. Assist in the development of the master schedule and organization of scheduling.

4. Family and Community Engagement:

- a. Develop and sustain meaningful relationships with students, families, and staff.
- b. Develop and maintain partnerships with families, community organizations, outside agencies, and local resources.

5. Athletics, Co-Curriculars, and Extracurriculars:

- a. Share in the supervision of High school athletic, extracurricular, and other special events.
- b. Communicate and set forth expectations outlined in the Parent/Student

- Athletic Handbook, OHSAA (Ohio High School Athletic Association), and Board of Education policies and forms with staff, High schoolers, and families.
- c. Communicate with High school families regarding High school athletic questions and concerns.
 - d. Monitor and communicate regarding the academic eligibility of High school athletes and their families.
 - e. Monitor and address OHSAA (Ohio High School Athletic Association) and Board of Education policies, including, but not limited to, drug, alcohol, and academic integrity violations for High school students.
 - f. Ensure the High school rosters are entered into the district's online systems.
 - g. Make sure all student and parent/guardian forms are signed in the district's online system.
 - h. Conduct seasonal athletic coaches' meetings in collaboration with the athletic director and ensure High school coaches articulate the district athletic philosophy.
 - i. Assist and support athletic coaches in scheduling facilities through district facilities software, setting up transportation for athletic events, and other operational and logistical tasks.
 - j. Assist the athletic director by offering input to the supervision and evaluation of High school coaches.
 - k. Coordinate team photos for High school athletes, including dates for athletes to be photographed during each season.

Required Knowledge, Skills, and Abilities:

- 1. Commit to professional growth, continuous improvement, and the district's mission.
- 2. Embrace and model a mindset of cultural proficiency and responsiveness.
- 3. Co-regulate, de-escalate, and support students in immediate need.
- 4. Act ethically and according to professional norms.
- 5. Provide internal and external reports and presentations as requested.
- 6. Meet deadlines and complete all district training requirements.
- 7. Effectively analyze and utilize trends and patterns in data to inform equitable decisions.
- 8. Work collaboratively with others to solve problems.
- 9. Communicate ideas and directives clearly and effectively, both orally and in writing.
- 10. Utilize effective active-listening skills.
- 11. Utilize organizational and problem-solving skills.
- 12. Demonstrate the ability to be flexible and adaptable to changing situations.
- 13. Demonstrate knowledge of district, state, and federal laws, rules, requirements, and regulations.
- 14. Utilize basic first aid.

15. Confidently and tactfully assist people during stressful, difficult, or challenging situations.
16. Interact in a positive and supportive manner with staff, students, families, and the community, and be respectful of the variability of cultures, including socioeconomic status, family types, etc.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions (i.e., being prepared to come to school on all scheduled work days).
3. Frequent interruption of tasks to support students, visitors, staff, and/or telephone calls.
4. Must attend and work during evenings and extended days due to school functions.
5. Repetitive hand motion (e.g., keyboard, typing) or use of voice to text.
6. Must be mobile to assist others and move around the school and grounds.

Bexley City Schools is an affirmative action and equal opportunity employer and is committed to equity and inclusive practices. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations shall be made to enable qualified individuals with disabilities or specialized needs to perform essential job functions.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The Assistant Principal will be required to follow the instructions, performs tasks, and duties, and assume responsibilities, as assigned by the Building Principal, Superintendent, or Superintendent designee.

Adopted: November 1980

Revised: May 1981, June 1984, September 2010, April 12, 2023