

**GROVEPORT MADISON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Position: Assistant High School Principal

Reports to: Principal

Employment Status: Regular/Full-time

Date: **May 14, 2024**

Pay Grade: Pay Grade 5, \$102,617 – 128,154

Description: Assist the principal in the overall administration of the school; take charge of the school in the absence of the principal.
General Duties: Assist the high school principal in all aspects of high school program supervision, pupil personnel, and staff/personnel issues. Handle pupil discipline, student activities, and student attendance issues. Audit and create the district calendar and district communications

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Assist the building principal in the general administration of the school
- Administer the school in the absence of the principal
- Monitor and enforce rules concerning attendance
- Process all student absence excuses in the morning and work with the secretary in preparing the daily absence list.
- Process tardy slips and out slips from teachers by recording the information, requesting to see students, assigning detention when necessary, and returning information to keep teachers informed of action taken
- Organize records relative to student detention and discipline
- Handle situations involving students being sent to the office from class or study hall for violations of the code of conduct
- Assign suspensions or recommendations for expulsions for violations of code of conduct, in keeping with due process requirements
- Work closely with the Director of Transportation on student transportation issues
- Process bus discipline slips and assign appropriate disciplinary action
- Assist the high school principal with faculty and staff observations and evaluations as assigned
- Work closely with the Guidance Counselor in promoting a positive school experience for students
- Make referrals to juvenile court and work with court mediator and probation staff on students assigned to mediation and/or probation
- Assist in the development and implementation of programs and plans to ensure the safety of our students
- Assist in the improvement and/or adjustment of the school program
- Assist in the preparation and supervision of fire and tornado drills, and other emergency preparedness programs
- Attend, as required, special events, functions, and athletic events of the school
- Evaluate and supervise secretaries
- Arrange conferences with parents, teachers and students regarding grades/disciplinary procedures
- Maintain a positive and effective rapport with staff, students, parents and community members
- Serve with parent, faculty, and student groups as requested

- Submit all reports and lists, as required, at the appropriate time
- Maintain a high standard for student conduct and control in accordance with the due process rights of students
- Assist with coordinating the development of the master teaching schedule
- Provide general supervision to students
- Supervise extracurricular activities
- Monitor lunchroom operation, student assemblies and student arrival and departure on school buses
- Review teacher lesson plans weekly
- Provide general supervision to all teachers, secretarial staff, custodial staff, teacher aides, and food service staff
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student files, student IEP's, medical records, personnel files, documentation for legal proceedings
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required

Other Duties and Responsibilities:

- Assist in the supervision of the maintenance of accurate student records
- Cooperate in the maintenance of instructional files for substitute teachers
- Assist scheduling special events during the school day
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by Building Principal or Superintendent
- Coordinate district master calendar and publish/distribute calendar throughout the district prior to the beginning of each month
- Assist the Director of Technology and school staff in development and maintenance of teacher web pages and student activity web pages
- Audit, critique, and work to improve district publications on an ongoing basis for current information, readability, and overall public appeal
- Assist the administrative team and other staff to enhance information provided to parents and community members in the form of public meetings on important topics, presentations, online media, and/or publications

Minimum Qualifications:

- Valid high school administrative certificate
- General knowledge of secondary curriculum and career technical education
- Evidence of positive interpersonal relationships and communication skills
- Understanding of the behavior and growth of high school student populations
- Personality traits, including a sense of humor, tact, friendliness, patience, and vitality
- BCII/FBI clearance

Other Desirable Qualifications:

- Master's degree (M.A.) or equivalent
- At least five years previous administrative or supervisory experience
- Appropriate state of Ohio administrator's certification
- Alternative to the above qualifications as the Superintendent or Board of Education may find appropriate
- Accurate record-keeping skills
- Accessibility and availability to work long hours

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational, problem solving and long range planning skills
- Knowledge of Ohio school law
- Ability to lead and motivate staff and students
- Ability to resolve problems in an efficient and effective manner

Equipment Operated:

- Digital camera
- Interactive white board
- Document camera
- Wireless slate
- Communications equipment (phone, intercom, etc.)
- Office equipment, including computers, printers, copiers
- Ability to utilize current technology
- School sound systems
- Audiovisual equipment as needed

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening work
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop

Interested Applicants should apply here:

<https://www.applitrack.com/duesc/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=20776>