



Job Description

Job Title: Assistant Principal - High School	NWS Position #: 1.151.193.02
Reports To: Building Principal	Supervises: Building Staff as Assigned
Employment and FLSA Status: Certified/Exempt/Salaried	

Overview

The position is responsible for assisting the school principal in the leadership, coordination, supervision and management of the school program and operation.

Key Responsibilities

- Assist the principal in developing and maintaining an effective educational program consistent with State and Federal guidelines and the philosophy, policies and goals of the School Board; meeting and conferring with students, parents, faculty and staff; maintaining records and files; preparing reports.
- Assist the principal in the overall administration of the school; interpret and enforce school and school division policies and regulations.
- Assist the principal in the transformation of the school culture into a results-oriented collaborative learning community.
- Support the principal in the collaborative development, implementation, and ongoing refinement of the school's Plan for Continuous Improvement.
- Ensure implementation of the Board-approved FTCS curriculum.
- Assist the principal in monitoring compliance with federal, state, and local mandates and guidelines related to local and state testing programs and the local special education program.
- Assist the principal in planning and implementing a professional development/growth program for teachers and staff.
- Serve as principal in the absence of the regular principal.
- Propose schedules of classes and extracurricular activities; help schedule courses, students and teachers.
- Work with department heads and faculty in compiling the annual budget requests.
- Requisition supplies, textbooks, and equipment, conduct inventories, maintain records, and check on receipts for such material.
- Assist in coordinating transportation, custodial, cafeteria, and other school support services; help conduct safety inspections and safety drill practice activities.
- Assist in the reporting and monitoring of student attendance.
- Assist in maintaining discipline throughout the student body; deal with special cases as necessary.
- Serve with parents, faculty, and student groups, as requested, in advancing educational and related activities and objectives.
- Maintain a variety of files; prepare periodic and special reports as required.

- Identify the special needs of students on a regular basis, seeking the assistance of school system specialists as required.
- Supervise teachers and departments as assigned by the principal.
- Explain and interpret division-wide curriculum/instructional goals and objectives to teachers, parents, pupils, and the community.
- Assist in the planning and implementation of a systematic method of supervising the instructional program through the use of learning walks, observations, documentations, and follow-up conferences.
- Assist teachers in evaluating methods and materials and developing effective learning plans and classroom management techniques.
- Assist in the coordination and supervision of guidance services.
- Maintain and model high standards of professionalism.
- Perform related work as required.

Qualifications

- Master’s Degree in Education
- Considerable years of teaching experience
- Endorsement in Administration and Supervision
- Commitment to creating a productive and positive educational experience
- Valid Indiana teaching license
- Proven history in improving teacher performance
- Strong verbal and written communication skills

Physical Requirements

Requirement	Frequency
Ability to stand for extended periods of time	Often
Ability to lift and carry 25 lbs.	Occasional
Ability to work at a desk, conference table, or in meetings	Occasional
Ability to see for reading laws, codes, policies, and other printed material	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate clearly in normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Very Frequent

**Reasonable accommodations: FTCSC will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.*

Terms of Employment:

260 days per year

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluations of Classified Personnel.

Supervisor: _____ Date _____

Reviewed and agreed to by: _____ Date _____