

JOB DESCRIPTION

I. **Job Title:** Assistant High School Principal

II. **Reports To:** High School Principal

III. **General Description of Position:**

The Assistant Principal is responsible for the providing assistance to the principal in the administration of the total school program. Ensures a safe, pleasant, and effective educational atmosphere provides discipline as necessary and enforces school policy.

IV. **Work Year:** 44 weeks

V. **Education and Experience Requirements:**

Master's Degree, minimum of three years teaching experience.

VI. **Certificates, Licenses, Registrations:**

Valid Michigan Teaching Certificate and Valid Administrator Certificate with the proper endorsements.

VII. **Essential Job Functions:**

- a. Interacts with students in a constructive manner to encourage each individual to perform at their highest level
- b. Assist in managing staff, class schedules, and building problems
- c. Assist with evaluating performance and effectiveness of programs and staff.
- d. Assist in coordinating in-service training for staff
- e. Maintains relations with parents, parent groups, school volunteers, and outside agencies
- f. Participates in district-wide activities, in-services, and committees as appropriate
- g. Implement policy and procedure changes from the Board, or the State and Federal level at the building level
- h. Assist in managing the school budget allocation, work with the principal and staff on purchase requests
- i. Directs and work with student attendance secretary
- j. Provide general supervision to students
- k. Supervise extracurricular activities
- l. Work with Central Office personnel to coordinate processes for the effective functioning of the school
- m. Maintains current information on legal and financial developments of legislative reforms

VIII. **Supervisory Responsibilities:**

Assist the principal in managing the employees in the building and the overall direction, coordination, and evaluation of this unit.

IX. **Other Skills and Abilities:**

Physical demands: While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, or crouch. The employee may occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job includes close vision, distance vision, and depth perception.

Work Environment: The noise level in the work environment is usually moderate to noisy.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.