

**JOB DESCRIPTION
ADMINISTRATIVE PERSONNEL**

HIGH SCHOOL ASSISTANT PRINCIPAL

Qualifications

1. Appropriate New York State Education Department Certification.
2. A minimum of three to five years' teaching experience.
3. Experience in advising co-curricular programs, conducting meetings with teachers and parents.

Reports To

High School Principal

Supervises

Assists the High School Principal in the supervision of high school professional and support staff.
Supervises club and organization advisors.

Directs, Coordinates and Supports

High school co-curricular programs, including Student Council, clubs, and class organizations.
Implementation of the Student Code of Conduct and the District Attendance Plan.
Coordinates School Safety Activities.
Coordinates the K-8 Summer School Program.

Job Goal

To help high school students enrich their school life by way of their involvement in co-curricular programs and other school activities
To help students develop self-discipline as they grow and mature through their high school experience
To help the professional staff grow in their ability to provide effective instruction

Responsibilities

To carry out the Commissioner's Regulations of the State of New York, the policies of the Board of Education and District practices and procedures as directed by the High School Principal
To function as a line officer under the direct supervision of the High School Principal with authority extending to all high school personnel
To lead and manage the High School in the Principal's absence

Job Duties

- Assists the High School Principal in the supervision of high school professional and support staff.
- Manages student discipline and behavior issues
- DASA Coordinator
- Supports alternative high school program
- Manages Career Technical Education and summer school program through BOCES
- Organize and maintain attendance and disciplinary records
- Partner with mental health team to support student academic, behavioral, and social/emotional needs
- Coordinate Regents and Advanced Placement Exam administration
- Coordinates scholarships
- Oversee co-curricular programs, including Student Council, clubs, and class organizations.
- Support the development of the master schedule
- Leads Committees: Building Safety, Annual Review Committee for the District Code of Conduct
- Serves on Committees for: School Improvement Team, Instructional Support Team, Guiding Coalition, Health & Wellness, Faculty Advisory Committee, Fall Weekend
- Assists the Principal in the formulation and implementation of policies at the High School.
- Assists the Principal with implementation of teaching and learning initiatives.

- Applies quality tools and principles to maximize efficiency and continuous improvement.
- Carries out other assignments as directed by the High School Principal and/or Central Office administration.

Term of Employment

Twelve-month year

Evaluation

Performance will be evaluated annually in accordance with the Board's policy on the evaluation of administrators.

Revised: 7/24/25