

Thornton Township High School District 205

Job Description: Assistant Principals Office

Title: Assistant Principals Office

Location:

Reports to:

No. of Months: 12

Qualifications:

- High School Diploma
- Typing at 55 wpm (minimum) with 70% proficiency on clerical entry exam (M.S. Office Applications, Word, Excel, and PowerPoint)

DEFINITION OF DUTIES AND RESPONSIBILITIES:

List tasks, projects, and daily activities. Indicate if the activities are: P-- completed periodically, F--completed on a frequent basis, or A--completed annually

All Assistant Principals

F- Answer telephones, take messages, answer questions and/or refer individuals to the appropriate office.

F- Type meeting reports and distribute.

F- Organize and type school district reports.

F- Assist in setting up meetings.

A- Assist in coordinating Special events assigned to A.P.

F- Type and file for assistant principal

F- Greet visitors, parents, and students and maintain order and quiet

F- Use copy machine and assist when jams occur

A- Type end of the year procedures, course selection sheets, bilingual report, end of the year report, fall enrollment, and housing report if needed

F- Assist in setting up meeting, sending notices, and ordering refreshments

F- Set up conference inviting staff, parents, others

F- Type correspondence for administration and division personnel

F- Supervise office aides

F- Keep radio contact with security guards

F- End of the year state report

A-Assist with teacher checkout at the end of the years

P- Act as host for various school functions

F- Notify divisional chairs of meetings and agenda requests

F- Make appointments and talk to parents

F- Data process entry

F- Type correspondence for assigned personnel

F- Keep records for reference.

P - Compose memos and letters when necessary.

F- Log appointments on assistant principal calendars

P- All other duties as assigned

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Job Description: Assistant Principals Office

Assistant Principal (deans and attendance)

- A-Type material for incoming freshman orientation if needed
- F- Compile and type detention list
- F- Take theft reports and have them investigated

Assistant Principal (B&G, athletics, and activities)

- A- Distribute all extra compensation forms for athletics, counselors and deans, club sponsors, speech personnel, and department chairpersons.
- F- Maintain records and reports of all telephones in the building, including reports, number assignments, maintaining inventory of telephones, reporting malfunctions, and etc.
- F- Various duties concerning student activities (prom and homecoming)
- F- Bus anecdotal and bus problems
- F- Accident insurance forms- workers compensation
- A- Activity calendar
- F- Help with anything needed for activities and athletics (typing, lists, check requests, etc.)
- P- Planning for and contacting Bus Company for student's transportation- assigning busses
- F- Assist with weekly grade eligibility routine
- F - Buses - routes, schedules, changes. Issue bus passes. Order buses as requested

Assistant Principal (scheduling, counselors, and data entry)

- F - Typing, Xeroxing, distributing information for staff development meetings and programs
- F- Type correspondence for counselors as needed
- P- Prepare proof and type master schedule twice a year
- P- Send out teacher schedule twice a year
- F- Maintains and keeps record of all staff member's professional development hours.
- P- Maintains and Keeps record of GCN training hours.
- P- Sends communications to staff regarding the status of their district professional development and GCN hours.
- A-Prepare and distribute memos re paraprofessional evaluations designated to the assistant principal
- A-Prepare teacher evaluation memos and type evaluations of teachers designated to the assistant principal
- F- Set up homebound staffing, maintain files, etc.
- F- Keep accurate student roster with status and addresses updated
- P- Collecting materials for pre-registration (freshman), freshman information packer and general registration packet
- P- Collate testing results to be mailed to parents
- F- Initiate and record address changes
- A- Register students for summer school as needed
- F- Data process entry
- P- Transcript requests as needed
- F- Affix labels if needed (ACT, PSAE, and Grades if needed)
- P- Type graduation list for posting and order diplomas for graduates
- A-Type 8th grade testing information if needed