



Job Description: Assistant Principal, High School

<u>Date Updated:</u>	March 2023	<u>FLSA Status:</u>	Exempt
<u>Reports To:</u>	Principal, Secondary	<u>Employee Group:</u>	Act 93
<u>Hours Per Day:</u>	Full Time	<u>Days Per Year:</u>	260

Job Summary: Assist the building principal in fulfilling the goals and objectives of the school and be directly involved in student activities and disciplinary action.

Qualifications:

- PDE Principal Certification
- A minimum of five years teaching experience.
- Current (dated within five years) Child Abuse, PA State Criminal History and PDE FBI Clearances as required by the Child Protective Services Law and PA School Code

Duties and Responsibilities (including but may not be limited to):

1. Assist the building principal in the administration of instructional and cocurricular programs for the building.
2. Accept responsibility, as delegated by the building principal, for the administration and supervision of the school in accordance with the policies developed by the Board.
3. Evaluate and supervise the work of teachers and support staff, as directed by the building principal.
4. Implement the systems of evaluation and supervision of instruction developed in the district for improvement of professional teachers and instruction, including observation, report preparation, conferencing, assisting, and providing instructional leadership.
5. Assess the needs of the staff, facilitate staff development programs, and assist the building principal in the development and delivery of in-service programs for building staff.
6. Assist the building principal in the formation of the master schedule for the organization of instruction.
7. Assist the building principal in developing, maintaining, and communicating building procedures to staff, parents, and students.
8. Coordinate and oversee the Secondary Summer School program collaborating with the secondary administration.
9. Assist the building principal with recruiting, screening, interviewing, recommending, orientating, and supervising the certified teaching staff and the support staff, as needed.
10. Implement board policies and collective bargaining agreement provisions applicable to the assigned buildings.
11. Assist the building principal in developing and/or maintaining an effective school/community relations program for assigned building(s).
12. Supervise the development and maintenance of student attendance records, including administering the student attendance policy and recommending to the building principal resolutions for chronic attendance issues.
13. Supervise student conduct and assume responsibility for the enforcement of discipline, as necessary, including providing due process for the rights of students; creating thorough and accurate documentation; authorizing suspensions when necessary and recommending expulsions to the building principal; developing/implementing rules, regulations, and programs to promote positive student behaviors; and conferring with parents, teachers, counselors, support service personnel, and students when necessary to obtain information to resolve the problem.
14. Assist in developing and supervising policies and practices to maintain effective building safety and emergency and disaster procedures.
15. Assist in the preparation and filing of appropriate curriculum materials and reports, as directed by the building principal.
16. Participate in the coordination, implementation, and supervision of extracurricular programs of the school, and respond to student-initiated requests for specific new extracurricular clubs, activities, and programs.
17. Coordinate the services available to students in cooperation with the pupil services department by serving as a member of the student assistance team and coordinating school and community resources for students at risk.
18. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal, Assistant Principal, or designee.



WEST YORK AREA SCHOOL DISTRICT

Every Student Every Day

Physical Demands:

- Ability to walk, stand, and sit
- Ability to bend, twist, and climb stairs
- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Occasionally lift/push and/or move up to 20 pounds
- Occasionally stoop, kneel or crouch

Sensory Abilities:

- Close vision, distant vision and depth vision perception
- Good hearing abilities
- Able to speak clearly and distinctly
- Able to read correspondence/computer screens

Work Environment:

- Standard office setting including standard office equipment

Required Knowledge, Skills and Abilities:

- Foster positive human relations with each child and adult affiliated with the district.
- Provide leadership for curriculum development and implementation in cooperation with administrators, supervisors, and teachers.
- Keep abreast of new and innovative programs and resources, which may be applied to the goals of the district.
- Participate, in cooperation with other building principals, in Teacher Induction Program activities designed for high school staff members.
- Strong human relations skills.
- Must be courteous, congenial, cooperative, and service-oriented.
- Professional appearance.
- Utilize databases and other district software and technology proficiently, as designated by the supervisor.
- Must be able to work independently or in a team (as circumstances warrant), and able to work with frequent interruptions.
- Must be able to communicate effectively with students, personnel at all levels, and members of the public.
- Follow written and verbal directions, provide direction, and motivate peers.
- Must be able to read/write/respond clearly, concisely, and effectively at a post-secondary level; interpret and follow district policies, regulations, and work rules; and exercise good judgement.
- Must appropriately handle confidential information.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of West York Area School District.

Hiring Practice: The school district's hiring policy is that the best candidate will be selected based on the recommendation of the Interview Team and the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

EOE

Employee Name Printed

Employee Signature

Date