

## **Alpena Public Schools**

### **Employee Job Description**

Position Title: **Assistant Principal, High School (House Principal)**

Department: Instruction

Reports To: High School Principal

Location: Alpena High School

Unit/Group: Administrator

FTE: 1.0

Job Classification: Salaried/Exempt

**SUMMARY:** This position functions to provide assistance to the principal in the administration of the total school program and to assume complete charge in the absence of the principal. Under the supervision of the principal, supervises instruction in assigned subjects; supervises selected extracurricular activities; provides individual assistance to students with academic or behavioral problems; and performs related work, as required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serves as administrative head of the assigned house and the school in the absence of the principal.
- Actively shares in the school's decision-making and school improvement processes.
- Oversees, supervises and acts as a liaison in the development of curriculum, programs and areas of special assignment, including but not limited to, school improvement, High School Testing (M-Step, NWEA, AP Testing, etc), Peer Mediation, and others.
- Administers a program of student recognition and discipline.
- Acts as a liaison among students, staff, parents and agencies working with students.
- Acts in a supporting capacity for all students.
- Assists with MTSS/PBIS implementation process.
- Oversees the Dean of Students to support student success.
- Oversees and supervises the Restorative Center and the Behavior Tech.
- Oversees the Attendance Office and policy for AHS Students.
- Assists with staff evaluation using the Danielson Framework.
- Manages building staff, including class schedules and building concerns.
- Assists the principal in contact with parent, civic, and community organizations.
- Supervises student and staff attendance.
- In cooperation with other building administrators, helps prepare the annual school calendar, budget, and general operating procedures for the school.
- Schedules time to become known to students by having visibility in the halls, classrooms, and at school activities.
- Assists in scheduling and monitoring special events, both during and outside the school day.
- Assists with coordinating the development of the master teaching schedule.
- Assists in the selection, interviewing and recommendation of hire for new staff.
- Provides general supervision to students. Supervises extracurricular activities.
- Performs additional district-wide administrative responsibilities as assigned.
- Reviews email communications regularly and responds as needed.
- Maintains regular and reliable attendance.
- Follows all Board policies.
- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervises over 100 employees in the High School and serves as the primary supervisor when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND EXPERIENCE:**

Master's degree in educational leadership or administration from an accredited college or university is required, plus a minimum of 3-5 years classroom teaching experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Michigan teaching certificate is required, as well as meeting the administrative employability standards of the State of Michigan, including a valid School Administrator Certificate.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common educational and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from community, regulatory agencies, or members of staff. Ability to respond to most sensitive inquiries or complaints from students, parents, staff or administrators. Ability to write and deliver persuasive speeches on controversial or complex topics to administration, public groups, and/or School Board.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:**

Ability to apply knowledge of current research and theory in the field with a specific ability to lead and coach others in effective instruction. Ability to establish and maintain effective working relationships with students, staff, and the community. Have a genuine desire to work with people from all walks of life with a variety of problems. Ability to stay focused in spite of many distractions and interruptions. Ability to remain flexible. Ability to communicate clearly and concisely, both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to use and incorporate computer and other technology into the management and instructional processes.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk (on level and unlevel ground—both inside and outside settings), sit, climb stairs, and talk or hear for extended periods of time. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be sufficiently mobile to effectively supervise and assist with students, including ability to escort or restrain students as needed. The employee is required to be computer literate and to have the energy to deal with multiple demands. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.

The demands of extended workdays (coverage of building activities and extracurricular activities, etc.) requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at the same time.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school or outside, where noise level may vary.

**The employee shall remain free of any alcohol or non-prescription controlled substance use and/or abuse in the workplace throughout his/her employment in the District.**

*The information contained in this job description is for compliance with the Americans 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 individuals currently holding this position and additional duties may be assigned.*