



South-Western City School District

Job Description

Revised: 2014; Reviewed: February 2019

POSITION: HIGH SCHOOL ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. A master's degree or higher
2. A valid State of Ohio Principal's license
3. Five (5) years successful experience in teaching, administration and/or supervision preferred

REPORTS TO: High School Principal

JOB GOAL: To assist the principal in the development, delivery, and maintenance of a quality learning environment that focuses resources and support services to the staff, students, and community served by the school

RESPONSIBILITIES: Curriculum and Instruction

1. Provide leadership and input in planning, developing, implementing, and evaluating building goals and instructional strategies for the school's Continuous Improvement Plan (CIP)
2. Expose staff to innovative and interesting methodology and teaching techniques which include developing group and individual methods of assisting teachers to improve instruction
3. Provide leadership, resource materials, and coordination for professionally developing the staff
4. Provide leadership and collaboration with teacher-based and building-level teams that use data to make instructional decisions leading to student growth and academic achievement
5. Serve on building and district level committees which relate to job description and as approved by the building principal
6. Participate in the development of the school master schedule of classes including the assignment of teaching duties
7. Coordinate and supervise the administration of local, state, and national assessments

Personnel Management

1. Provide leadership in the establishment of a positive building climate for the staff members, students, parents and community
2. Assist with orientation, in-service, and staff development of building personnel
3. Provide leadership, resource materials, and coordination for professionally developing the staff
4. Supervise and evaluate staff in accordance with the district adopted Teacher Evaluation System
5. Maintain records of teaching goals, professional growth and performance, and evaluative data as determined by the district's teacher evaluation model
6. Supervise and evaluate coaching staff as determined by the building principal

Student Services and Activities

1. Oversee the co-curricular, athletic, and extra-curricular programs in the building and in events that occur outside of the building, occurring both during and after the school day
2. Assist in the supervision of programs designed to foster the physical, mental, and emotional well-being of students

3. Assist with establishing programs and activities designed to foster positive relationships among students and between students and staff
4. Recognize, embrace and act on the diverse needs of the student population
5. Support and work with student organizations such as Key Club, Student Government, etc.
6. Cooperatively develop and maintain the student attendance and discipline program in the school
7. Assist with and/or coordinate school events (i.e. assemblies, graduation, ceremonies, etc.)

Business and Fiscal Services

1. Assist with evaluating the condition of and maintaining an inventory of all building equipment and supplies to ensure optimal learning opportunities and make recommendations for improvements
2. Participation in the development, implementation, and enforcement of policies regarding the program of instruction, building level operations, pupil and personnel programs
3. Implement processes and submit reports for compliance of local, state, and federal mandates
4. Participation in the coordination and supervision of the safety program of the school
5. Assist in the development and maintenance of organizational budgets as determined by the building principal
6. Assist with the supervision of grounds and outside facilities

Communications

1. Coordinate administrative responsibilities relative to serving as school liaison to the various organizations which support a variety of school activities (e.g., Athletic Boosters, Band Boosters, P.T.A., etc)
2. Work with community and other agencies on issues that relate to schools and/or students' welfare in the school or in the community
3. Coordinate and attend regularly scheduled meetings with school counselors, teachers, and certified staff to ensure collaboration and a unified focus toward reaching building goals
4. Assist with the coordination of school publications

Miscellaneous

1. Assumes responsibility for the daily operation of the school as assigned by the principal in his absence
2. Perform such other duties relative to the position as may be requested by the high school principal

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