

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

2/10	<u>ASSISTANT PRINCIPAL, HIGH SCHOOL</u>	3.4.6A
Effective Date	Job Title	Index

1. **Primary Function:** Assists in the planning, administration, and evaluation of functions necessary for the operation of a high school. Supervises and controls student conduct and attendance.

2. **Responsibilities:**
 - 2.01 Supervises student conduct and behavior within school buildings, on school grounds, and at school-sponsored activities in compliance with District policies and state rules and regulations.
 - 2.02 Disciplines students for violation of school, District, and state policies, rules, and regulations. Refers students as appropriate for special counseling services and assistance within the school, community, regulatory agencies, and medical profession.
 - 2.03 Counsels students and parents with respect to attendance, behavior, attitudes, probation and/or suspension procedures to reduce or eliminate unacceptable behavior.
 - 2.04 Supervises the development and implementation of attendance procedures. Assures proper record maintenance.
 - 2.05 Assumes administrative responsibility for all school functions in the absence of the principal.
 - 2.06 Coordinates and supervises the special education program; serves as administrative representative for psychological assessment, IEP review, and parent conferences. Assures compliance with District, state, and federal guidelines.
 - 2.07 Directs all registration activities. Provides assistance and guidance to counseling staff in registering new students, processing schedule changes, and problem solving with students and parents. Administers the development of scheduling publications.
 - 2.08 Makes recommendations regarding employment and termination of staff. Supervises and evaluates personnel as assigned.
 - 2.09 Coordinates school and outside agency efforts (court school, juvenile department, etc.) and local businesses. Provides liaison with police, fire, and other emergency services.
 - 2.10 Participates in the supervision of the instructional process; provides input for curriculum revision and confers with and evaluates teachers.
 - 2.11 Develops and supervises Alternative Programs; informs students of Alternative Program opportunities.
 - 2.12 Develops a master schedule of course offerings and teaching assignments to meet the educational needs and interests of students.
 - 2.13 Directs and coordinates the graduation requirement program; determines credit and essential skills status of entering students; develops and oversees a credit and essential skills monitoring procedure, including a system for credit by proficiency.
 - 2.14 Works with parent and community groups on school-related issues.
 - 2.15 Participates in the development, implementation, and evaluation of the School Improvement Plan.
 - 2.16 Participates in and leads professional development activities for school and district staff.

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- 2.17 Coordinates a balanced assessment plan that supports student learning, quality instruction, and meets state and federal regulations
- 2.18 Supervises and coordinates the maintenance of all records including progress records, behavioral records, and the permanent records.
- 2.19 Assumes administrative leadership for the guidance and counseling program.
- 2.20 Supervises the gathering, input, and maintenance of all data for student achievement and school operations.
- 2.21 Coordinates the placement of student teachers and college practicum teachers.
- 2.22 Assists in budget preparation. Administers textbook and instructional materials and field trip funds as directed by the principal.
- 2.23 Performs other related duties as assigned.

- 3. Major Planning Requirements:
 - 3.01 Develops annual plans for building operation, procedures, and activities.
 - 3.02 Participates in short and long-term budget planning.
 - 3.03 Provides guidance and participates in planning instructional programs to meet a variety of student needs.
 - 3.04 Develops annual Master Schedule of course offerings.

- 4. Key Relationships:
 - 4.01 School Principal: Reports to this position.
 - 4.02 School licensed and classified staff: Supervises and evaluates performance of those assigned.
 - 4.03 Community agencies: Resolve student problems and concerns and coordinate activities at schools.
 - 4.04 Other Building Administrators: Joint planning and support.
 - 4.05 Level Directors and other Assistant Principals: Networking, support, and resolution of common concerns.

- 5. Minimum Qualifications:
 - 5.01 Master's degree.
 - 5.02 Five years of teaching or educational administrative experience
 - 5.02 License: Valid Oregon Administrative License

- 6. Term of Employment: 230 days.

- 7. Salary Level: Grade 7.

- 8. Working Conditions:
The position generally works in a school/office environment with frequent travel to evening and weekend meetings and activities.