

**POSITION DESCRIPTION  
HIGH SCHOOL ASSISTANT PRINCIPAL**

**ORGANIZATIONAL RELATIONSHIP**

Report and account to the building principal.

**POSITION FUNCTION**

Assist the building principal in developing, leading, and implementing the school's educational programs; supervising personnel assigned to the building including, but not limited to, teachers, custodians, secretaries, cooks, educational assistants, and other support personnel; student management; and overall operation of the building.

**PERFORMANCE RESPONSIBILITIES**

1. Coordinate student attendance policies, e.g., attendance records, reports, truancy referrals, etc.
2. Establish and review student discipline policies.
  - a. Administer/coordinate discipline as needed, including bus discipline.
  - b. Revise student handbook as needed.
  - c. Maintain discipline records.
  - d. Confer with parents/guardians, police liaison officer, and other local agencies/authorities as appropriate.
3. Develop, increase, and encourage appropriate parental involvement.
4. Monitor the supervision of student activities.
  - a. Student Council
  - b. Co-curricular activities (athletics, activities, dances, plays, concerts, etc.)
  - c. School pictures
  - d. Assemblies (assist principal with coordination)
  - e. Awards and honors (assist principal with coordination)
  - f. Lunch/hall/before and after school study hall
5. Assist with the implementation of a Multi-Tiered System of Support addressing the academic, social, emotional and behavioral needs of students.
6. Serve as a member of the administrative team.
7. Serve as the building administrator in the absence of the principal.
8. Assist principal in coordinating all building emergency and safety plans.
9. Serve as an administrative member on building and District committees.
10. Assist with the budgetary process.
11. Develop the master schedule in coordination with other secondary and district office administrators.
12. Gather research data and make reports as requested.
13. Implement Board policies and administrative rules and regulations with fidelity.
14. Assist in the recruitment and employment of personnel.
15. Assist in the personnel assignment process (academic, co-curricular, supervisory, etc.)
16. Supervise and evaluate certified and non-certified personnel.
17. Assist in professional staff development programs.
  - a. Serve as the building resource in identifying and solving classroom problems

- b. Orient new staff to the school
  - c. Revise building handbook, assisting the principal as needed
  - d. Promote and assist in all areas of student services
  - e. Serve as a LEA when needed
  - f. Work with counselors, social workers, and psychologists on referrals
  - g. Assign faculty to supervision of student activities as needed
18. Stay abreast of the broad goals and objectives of specific curricula.
  19. Serve on curricula committees as appropriate and/or directed.
  20. Coordinate the articulation of curriculum with the instructional team.
  21. Identify, recommend, and evaluate the school's curricula.
  22. Participate in community-related activities and attend Board meetings on an as needed basis.
  23. Serve as a liaison between the school and community, interpreting and promoting school programs and activities.
  24. Coordinate and encourage positive school involvement.
  25. Be an active member in professional education organizations.
  26. Continue education through post-graduate classes, professional seminars, workshops, and conferences.
  27. Keep abreast of current research, innovations and trends in the area of middle school education and provide pertinent information to the principal and other staff as needed and/or directed.
  28. Assume additional responsibilities as assigned.

This description is designed to assist in evaluating various classes of responsibilities, skills and working conditions. It illustrates tasks and levels of work difficulty required of positions given this classification. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

## **QUALIFICATIONS**

### **1. Education**

Master's Degree or higher degree from an accredited college or university is required. Graduate work should include school administration, supervision, school business administration and school law.

### **2. Experience/Certification**

- a. At least three successful teaching years experience at appropriate level is required.
- b. Certification as set by the state of Wisconsin for the appropriate level of principal.

### **3. Skills/Knowledge/Abilities**

- a. Demonstrated skill in organizing ideas and presenting them with clarity and conciseness.
- b. Ability to establish and maintain a working relationship based on mutual confidence and respect.
- c. Demonstrated skill in identifying problems and their resolutions.

- d. Demonstrated sound judgment, social competency, adaptability, self-confidence, emotional maturity, initiative, enthusiasm and resourcefulness, as well as dedication to duty.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Person performing service in this position classification will exert ten (10) to twenty (20) pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **TERMS OF EMPLOYMENT**

Terms of employment as outlined per administrator contract

CREATED: August 10, 2016

The Waupaca School District does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4121 with questions or concerns.