

Cape Girardeau Public School District No. 63
Job Description

Job Title: High School Assistant Principal

Terms of Employment: 11 month contract; 220 days

FLSA Status: Exempt

Reports To: Principal

Brief Description of Position:

The High School Assistant Principal is responsible for performing those tasks assigned by the building principal and assist the building principal in the development and continuous implementation of a high school program which promotes the educational well-being of each student in the school.

Required Qualifications:

- Master's degree in an approved program for secondary principal certification.
- A minimum of five years teaching experience at high school level.
- Eligible for a Missouri Principal certification
- Knowledge of the best educational practices at the secondary level, current research on secondary education and co-curricular activities.
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Demonstrate the ability to work effectively with community groups, parents and agencies.
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Experience in formative assessments, cooperative learning techniques, and data analysis

Preferred Qualifications:

- Three years building administration experience
- Working knowledge of Professional Learning Communities

Essential Duties and Responsibilities:

- Assists the principal in the daily management and operation of the high school.
- Maintains a master schedule of building use for all school activities and community events.
- Assists in the supervision of student activities before school, during the day, after school, in the evening, on weekends, and during the summer.
- Schedules and maintains contracts for all activity events.
- Acts as liaison between coaches, activity leaders, and teachers.
- Assists the principal in planning and conducting staff meetings, departmental meetings, coaches/activity leaders/directors meetings, and plans and implements staff development activities.
- Ensures that all equipment is properly labeled with safety guidelines.
- Ensures that all safety rules and regulations are distributed, discussed, and reinforced.

- Assists the principal in enforcing national, regional, state, conference, District, and building policies.
- Assists the principal in developing building procedures.
- Assists with student activity violations which include contacts with parents, coaches, activity leaders, and outside agencies.
- Facilitates the ordering of student activity awards.
- Oversees the organization and operation of activity award programs.
- Assumes responsibility for representation at conference, district and regional activity meetings.
- Serves as site manager for all in-building activities and events.
- Participates in community and District activities as a representative of the high school.
- Posts or makes available activity schedules and calendars.
- Ensures that directors, activity leaders, and coaches inform participants and guardians about responsibilities and general risks involved with participating in activities.
- Performs other duties as assigned by the Principal.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013