

9.5.01 ASSISTANT SECONDARY SCHOOL PRINCIPAL

Reports To: Campus Principal

Dept/Campus: Secondary School

Wage/Hour Status: Exempt

Contract Length: 220

PRIMARY PURPOSE / FUNCTION:

Provide for the systemic study and analysis of the teaching-learning process and the development, implementation, and evaluation of programs. Provide for the development, alignment, and implementation of quality curricula which will culminate in the demonstrated student mastery of all Arkansas Academic Content Standards. To accomplish these goals, it will be necessary and desirable to facilitate professional growth within the ranks of all personnel.

QUALIFICATIONS:

Education/Certification:

Master's degree

Valid Arkansas teaching certification

Arkansas principal or other appropriate Arkansas certificate

Special Knowledge/Skills:

Excellent organization, communication, and interpersonal skills

Knowledge of state and local policies and procedures related to curriculum, instruction, graduation requirements, tech-prep, and related areas

Capacity to supervise others in a fashion which leads to quality performance in a team atmosphere

Outstanding data entry skills

Working knowledge of computer technology and the associated software tools required

Ability to quickly establish rapport with both students and adults

Demonstrated zest for learning

Ability to analyze data for the purposes of decision-making and planning

Calm and patient demeanor with students and others

Experience:

Minimum of three (3) years experience in the field of public education, including experience as a classroom teacher

The Board may find appropriate and acceptable alternatives to the above qualifications.

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Assistant Secondary School Principal

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EVALUATION:

Assistant principals employed by this district will be evaluated annually.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Participate in the development and evaluation of campus educational programs.
7. Facilitate, through the professional growth of teachers and staff, improved student performance.
8. Work cooperatively with the assigned campus principal and staff to collectively identify constraints in the design and/or implementation of the instructional delivery system.
9. Facilitate the development of an effective campus improvement plan and the desired implementation strategies to bring the identified goals to fruition.
10. Model effective classroom management and instructional techniques which when appropriately implemented by the classroom teacher will lead to improved student performance.
11. Assist in the planning and implementation of staff development programs designed to fulfill the professional growth needs as identified by the campus principal.
12. Provide leadership in the identification, evaluation, and selection of instructional programs, materials, and equipment with regard to the support of the district and campus improvement plans.
13. Serve as liaison between the campus and central office regarding student assessment, improvement planning, and curriculum and instruction.
14. Assist in maintaining discipline throughout the school.

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15. Attend and participate in appropriate staff development opportunities.
16. Compile, maintain, and file all reports, records, and other documents required.
17. Comply with policies established by federal and state law, Arkansas Department of Education, and the local board policy.
18. Facilitate the development of a master schedule of classes.
19. Present for students a positive role model that supports the mission of the school district.
20. Maintain a positive and professional relationship with staff members, students, parents, and community members.
21. Comply with all district and local campus routines and regulations.
22. Effectively communicate with colleagues, students, and parents.
23. Assess and respond to needs related to job responsibilities.
24. Develop and coordinate a continuing evaluation of the programs within the areas of assigned supervision and implement changes based on those findings.
25. Develop and maintain effective relationships with students and parents.
26. Consult with parents, teachers, administrators, and other relevant individuals to enhance their work with students.
27. Facilitate the student management as it relates to the extracurricular activities.
28. Assist with management of campus facilities.
29. Develop needed professional skills appropriate to personal growth and professional job assignments.
30. Demonstrate behavior that is professional, ethical, and responsible.
31. Assist in creating an environment which is safe, orderly, positive, and productive for students, staff, and community members.
32. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
33. Work in a supportive and collaborative fashion with district personnel.

34. Establish and maintain open communication with parents and students concerning academic and/or behavioral progress of students.

35. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise students and staff in those areas deemed appropriate by the principal.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbally and written); ability to instruct and model desirable skills and attitudes; ability to remain productive and maintain control under stress; ability to supervise others in a non-coercive manner; maintain a clear focus on customer service

Physical Demands:

Frequent district-wide and state-wide travel; occasional prolonged and irregular hours

Date Approved by Administration: July 19, 2018

Last Revised by Administration:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date