

Hamilton School District Position Description

Position Title: Assistant High School Principal

Reports to: High School Principal

Summary: Provides support to the instructional process with specific responsibility for directing assigned programs and services at the high school.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Chair meetings (curriculum, safety, site advisory, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, District and/or state objectives.
- Evaluate assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Provide leadership for and share responsibility for the development and implementation of staff in-service programs.
- Promote staff professional growth, cooperation and self-development.
- Administer the master agreements for certified and classified staff.
- Develop, maintain, evaluate, implement and enhance curricular and extracurricular programs that reflect student achievement and growth.
- Manage a variety of school administrative functions (student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Provide leadership for planning, development and implementation of the high school's curriculum.
- Provide leadership for the planning, development and implementation of the high school's budget.
- Prepare a wide variety of materials (reports, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Foster positive citizen-staff-student relations, effective communications and citizen participation in the schools by maintaining positive human relations.
- Provide educational leadership and administrative leadership in making and carrying out decisions for the building.
- Provide leadership in student management, including in the areas of student attendance, discipline and lunchroom supervision.
- Inform and consult with the High School Principal regularly on the overall operation of the high school.
- Attends various organizational meetings outside the District.
- Ensures compliance with appropriate State and Federal Constitutional and statutory rules and regulations.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies, contracts and applicable laws. Responsibilities include interviewing, recommending for hire, and supervision of training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: A Master's Degree or higher from an accredited college or university including graduate courses such as supervision and administration of general and special education programs, curriculum and instruction, educational measurement and assessment, curriculum development and educational research. A minimum of three years of successful teaching experience, a minimum of five years of successful building level administrative and/or district administrative experience is required. Must have strong leadership skills, and communication skills.

Certificates, Licenses, Registrations: Certification for High School Principal.

Skills and Abilities: Must be able to speak on demand to large groups of people. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustees.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When touring the building the noise level will be loud, in the office, quiet, and at meetings, moderate.

