

**School Administration****Individual School Administration and Supervisory Personnel****Assistant High School Principal - Job Description**

**Title:** Assistant Principal - High School

**Qualifications:**

- Those specified by the Wisconsin Department of Public Instruction.
- Hold the appropriate valid Wisconsin administrators license or show evidence of working towards certification.
- Minimum of three years of successful teaching experience.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**Reports To:** High School Principal

**Supervises:**

- Teaching staff, non-certified staff, and students.
- Any other staff that may be assigned to the school.

**Performance Responsibilities:****A. Provides Leadership**

1. Provides leadership in the identification, development, and implementation of district goals.
2. Provides leadership in the identification, development, and implementation of building goals.
3. Serves as a contributing member of the administrative team and on assigned committees.
4. Attends all necessary school board and committee meetings, serves as a resource person, assists with presentation of information and or recommendations, and is prepared to field and discuss questions consistent with agenda items representing the area of responsibility.
5. Maintains a high level of integrity, is fair, and acts in an ethical manner.

**B. Maintains Personal Professional Growth**

1. Maintains personal professional growth through graduate work, professional organizations, seminars, and/or reading related professional literature.
2. Maintains current knowledge with all appropriate school laws pertaining to area of responsibility.
3. Maintains current knowledge of technology and systems related to job responsibilities.

**C. Serves as the Assistant Principal of the School**

1. Assist the building principal in coordination and supervising the educational programming for all schools.
2. Supervise student attendance.
3. Supervise student management/discipline procedures.
4. Facilitate and coordinate building utilization.

5. Assist in the development, revisions, and evaluation of the curriculum.
6. Coordinate the work of local, state, and federal agencies serving students at the school.
7. Assume responsibility for student health and safety (i.e., fire drills, crisis drills, tornado drills, etc.).
8. Supervise and coordinate athletic and co-curricular activities.
9. Assume responsibility for transportation and bus disciplinary procedures.
10. Coordinate student awards and assembly programs.
11. Assist the principal in student orientation, teacher orientation, and parent orientation.
12. Understands and demonstrates competence in the Wisconsin Administrator Standards.
13. Facilitates a vision of learning and a culture of collaboration and excellence.
14. Supports a culture of innovation.

D. Additional Responsibilities

1. Assume complete charge of the administrative functions in the absence of the principal.
2. Supervise and evaluate staff as assigned by principal
3. Perform other duties as assigned by the principal, or as appropriate to the job assignment.

**Policy Approved:                      July 22, 1999**

**Policy Revised:                        November 26, 2012**