

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Assistant Secondary Principal
Reports To: Building Principal

SUMMARY

Assists the Building Principal in the effective and efficient management of the assigned school.

QUALIFICATIONS/REQUIREMENTS

The Assistant Principal shall have completed a minimum of a Master's Degree in Educational Leadership and hold a valid Missouri Secondary Principal certificate. Experience in a supervisory or administrative capacity is desirable.

ESSENTIAL JOB DUTIES

- Assists the principal in the general administration of the school, and serves as principal when the principal is absent.
- Is familiar with the duties of the principal, the instructional program, and the procedures followed in the school assigned.
- Makes recommendations to the principal concerning the school's administrative procedures and program of instruction.
- Confers with the principal, as needed, concerning the school's activities and special problems.
- Assists in the preparation of reports and other paperwork required or appropriate to the school's administration.
- Assists with requisitioning receiving and distributing of supplies, textbooks, and equipment and keeps an accurate record of supplies, textbooks, and equipment.
- Assists in the development of the school building budget.
- Assists in the development of the master schedule for the school and in the student scheduling process.
- Assists in maintaining accurate, confidential, and complete pupil records.
- Assists in the preparation of teacher handbooks and student handbooks.
- Actively monitors student conduct within the school.
- Maintains high standards of student conduct and enforces discipline, as necessary, according to District policy.
- Supervises the reporting and monitoring of student attendance.
- Assists the principal in monitoring the instructional program.
- Assists in implementing approved curriculum guides.
- Assists in the organization of grade level or departmental faculty meetings.
- Works to improve classroom instruction, student/teacher rapport, discipline and attitudes and relationships by observation and conferences.
- Evaluates all assigned staff members according to Board policy and district procedures. Identifies and communicates strengths and weaknesses to assigned staff members.

ESSENTIAL JOB DUTIES (cont'd)

- Assists in the organization, administration, supervision and evaluation of the student activity program.
- Attends special school events and supervises assigned school-sponsored activities.
- Works with parent, faculty and student groups, as requested.
- Assists in informing patrons and members of the community about school programs.
- Acts as liaison between the school and the community.
- Assists in preparing and implementing plans for emergency situations.
- Cooperates with support staff personnel in organizing and conducting effective maintenance, custodial food service, and transportation service programs.
- Assures administrative representation at all assigned meetings of parent support groups of the local school.
- Assumes responsibility for any action proposed by parent support organizations, subject to appeal to the principal.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as dictated by law or assigned by the Building Principal or Superintendent.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Assistant Principal shall be employed on a twelve-month basis with five weeks of vacation. Salary for the position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.