

**Pleasant Hill School District
Job Description**

Job Title: Assistant Principal – High School
Reports To: Principal
FLSA Status: Exempt

JOB SUMMARY

In conjunction with the Principal, promotes the success of all staff and students at the high school by facilitating the development, articulation and implementation of a vision of teaching and learning that supports the District’s mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Assists in administering the school and its instructional program in all its facets.
3. Implements Board policies and administrative regulations.
4. Supervises the school staff, providing assistance, as necessary.
5. Assists in the recruiting, screening, training, hiring, and assigning of school staff.
6. Observes, monitors, and evaluates school staff performance as outlined in District policy.
7. Effectively manages and proactively resolves student and staff conflicts or concerns.
8. Assists in creating and implementing the school’s master curriculum schedule.
9. Attends and represents the District at civic and executive board meetings and participates on various school committees to address student and school needs.
10. Writes and presents reports at school board meetings.
11. Assists in planning and implementing appropriate professional development.
12. Implements District disciplinary policy and procedures related to student behavior and achievement.
13. Supervises and monitors daily student activities and athletic events during and after school hours.
14. Informs the District office about activities in the school and forwards required reports to the District.
15. Assists in development, planning, and implementation of school site programs and activities in accordance with the goals and objectives of the school.
16. Exercises decisive leadership in all situations.
17. Assumes responsibility for a safe and orderly school environment.
18. Prepares, submits, and administers the school budget within District guidelines and ensures compliance with program requirements.
19. Prepares and presents reports, letters, memos, and other necessary correspondence to students, staff, and the community regarding school systems and policies.
20. Ensures compliance with accreditation guidelines and state requirements.
21. Appropriately maintains and secures confidential records and inquiries.
22. Professionally represents the school and the District in interactions with parents, community, staff, and students.
23. Maintains appropriate certifications and training hours, as required.
24. Complies with applicable District, state, local, and federal laws, rules, and regulations.
25. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends/facilitates staff meetings.
3. Attends educational support meetings, including Individualized Education Plan (IEP) meetings and school Board meetings.
4. Inspects facilities and campus for health and safety concerns.

5. Substitutes for teachers, as necessary.
6. Reports issues to authorities as necessary; animal control, suspicious activity, etc.

SUPERVISORY RESPONSIBILITIES

Assists the Principal in supervising, evaluating, and directing the work of classified, licensed, and confidential employees assigned to the school according to District policy. Assists in resolving grievances and other employee relations issues while working closely with the Principal and District Office, and disciplines employees appropriately. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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:** Master's degree (M.A.) or equivalent and at least four years successful teaching and leadership experience and/or training, or equivalent combination of education and experience, preferably at the high school level. Prior successful experience working in an administrative school setting directing and supervising staff or with adolescent students required.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with adolescent students. Ability to lead and motivate staff and communicate effectively with students, staff, and community.
- **Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to read, analyze, and interpret common technical journals, financial reports, IEPs, and legal documents. Ability to respond to common inquiries or complaints from staff, parents, regulatory agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to small groups and top management, public groups, and/or boards of directors.
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference and basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software, inventory software, spreadsheet and word processing software. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Ability to appropriately communicate with students, staff, parents, and members of the community. Possesses knowledge of effective behavior management methods. Ability to delegate responsibilities and meet time lines. Ability to exercise good judgment and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid administrator's license through the Teachers Standards and Practices Commission (TSPC), ability to obtain a valid CPR/First Aid card, and Oregon Driver License.

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 talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop or kneel. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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 work environment combines the standard office setting with standard office equipment including, (fax, copier, phone, computer, 10-key, etc.) with a standard school setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee may be exposed to wet or humid and outdoor weather conditions. The employee may be exposed bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

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