

**SILVER FALLS SCHOOL DISTRICT**  
**Job Description**

**Job Title:** **ASSISTANT PRINCIPAL**

**Reports To:** Principal

**Evaluated By:** Principal

**JOB GOAL:** To plan, direct, administer, and evaluate, under the direction of the principal, those functions necessary for the operation of the high school.

**ESSENTIAL REQUIREMENTS:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Masters' Degree and appropriate Administrative License
2. Experience in various aspects of school leadership and other qualifications the Board may find appropriate and acceptable
3. Ability to assist in establishing and maintaining an effective learning climate in the school
4. Ability to assume administrative responsibility for all school functions in the absence of the principal
5. Ability to interpret and implement all Board policies, administrative regulations and negotiated agreements
6. Ability to assist in the supervision of all school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's instructional program
7. Ability to assist in facilitating the development, revisions and evaluation of the curriculum and instructional services
8. Ability to assist in the planning and administering of all school resources to meet the educational needs of students
9. Ability to assist in the planning, developing, administering, and evaluation of the instructional programs
10. Ability to assist in developing school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures
11. Ability to assist in the preparation and management of the school budget
12. Ability to provide direction to others and to make independent judgements
13. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
14. Ability to maintain confidentiality
15. Ability to communicate with individuals of varied cultural and educational backgrounds
16. Ability to keep and maintain accurate records and to meet deadlines
17. Perform physical requirements which may include:
  - A. Moderate to extensive degree of physical and emotional stamina
  - B. Frequent and prolonged standing, walking and sitting
  - C. Ability to restrain students, respond and break up student fights, apprehend trespassers or student offenders

*[Assistant Principal -- cont.]*

- D. Frequent and prolonged talking/hearing conversations
  - E. Possess near/far visual acuity/depth perception
  - F. Possible exposure to bodily fluids due to student injury and illnesses
- 18. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may also be assigned.

1. Assist in the supervision of the licensed and classified staffs and the responsibility for the recruiting, screening, hiring, training, assigning and the evaluation of the staff
2. Make recommendation regarding employment, continuation of employment and termination of staff
3. Develop a master schedule of course offerings and teaching assignments to meet the educational needs and interests of the students
4. Direct all pre-registration and registration activities within the high school and feeder schools including the development of publications necessary to enhance the scheduling procedure
5. Direct and coordinate the graduation requirement program including determining the credit status of students entering school, developing credit monitoring procedures, CPI requirements evaluating alternative educational experiences and approving credit for such experiences
6. Administer the advisor program
7. Supervise and coordinate the maintenance of all records (i.e. progress, behavioral and permanent records)
8. Supervise the gathering, input, and maintenance of all data processing information
9. Administer the enrollment of all new students
10. Serve as the administrative liaison for the professional/technical and career education
11. Coordinate the placement of junior block students, student teachers and college practicum teachers
12. Supervise the development and implementation of attendance procedures and record keeping
13. Assist in the planning and administering of the staff development program
14. Compile information relative to staffing for the Northwest Report, Fall Report, Minorities Reports and District Reports
15. Coordinate and supervise publications, planned course statements and handbooks
16. Coordinate the instructional program with the Comprehensive Educational Program
17. Maintain a high level of ethical behavior and confidentiality when dealing with student staff and/or parent information
18. Assist in the development and evaluation of the educational/instructional program to ensure conformance to state and school board standards
19. Represent the school within the community for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment

*[Assistant Principal -- cont.]*

20. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing educational issues of mutual interest with other professionals in the field
21. Participate in administrative meetings, negotiation meetings and other such meetings as required or appropriate
22. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.
23. Maintains satisfactory attendance, as defined in District policy and regulations (GCBBD/GDBD).

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Appropriate Administrative License (emphasis in educational administration preferred)
2. Possess a valid First Aid card if required
3. Possess a valid Oregon Driver's License
4. Bloodborne Pathogens Training/Hepatitis B Shot Series Training if required

**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 and hear. The employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to frequently walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of the position, the employee works with standard office and or instructional equipment with moving mechanical parts. The employee frequently is required to use hands for fine and repetitive manipulation and required to sit for long periods of time. There is a moderate degree of physical stamina required with occasional lifting of up to 50 pounds.

If you have additional questions or concerns regarding the physical demands of this position, please contact the interviewing administrator or the Human Resources Department.

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:** Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of licensed personnel.

*I have read and understand the responsibilities and qualifications of this job description.*

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*signature*

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*date*

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*printed name*

(Reviewed May, 2019)