

## **ASSISTANT PRINCIPAL**

### **Definition:**

Under general direction from the principal, holds a variety of management responsibilities specifically assigned to assist in the overall administrative operation of the school.

### **Distinguishing Characteristics:**

Serve as an assistant to the principal of the high school. Assumes the authority and responsibilities delegated by the principal. Chief duties are supervisory in nature and shall augment the responsibilities and duties of the principal.

In supervisory role, may serve as a “quasi-counselor” to staff members on a multitude of performance/personal issues!

### **Examples of duties:**

- Be the attendance officer.
- Directly supervise staff as delegated.
- Assist with the creation and assessment of short and long-term educational goals and development of school improvement plans.
- Assists with the expenditure and accounting of funds.
- Participates in budget construction.
- Assists with the preparation of published materials related to the schools’ operation.
- Advise the student government/leadership.
- Maintain effective school-wide student discipline program.
- Assist in the overall communication efforts to staff, students and patrons as requested.
- Serve on committees and fulfill such other assignments as directed by the principal.
- Supervises and directs the counseling department.
- Assist in recording staff absences and arranging substitutes for staff.
- Develop and maintain positive relationships with students, their families, staff members, and community stakeholders.
- Develop partnerships and programs with community stakeholders that benefit the physical, emotional, and social well-being of students.
- Develop and maintain programs that contribute to a positive, engaging school culture.
- Assist in monitoring student academic progress and develop schoolwide and individual systems to support student success, specifically 9<sup>th</sup> grade students.
- Participate in IEP and 504 meetings and help develop plans for student success.
- Assist in the development and implementation of schoolwide safety protocols and procedures.
- Assist in the supervision of cocurricular and extracurricular programs and events.

### **Qualifications:**

Must hold or be eligible for Oregon Administrative Certificate.

Must hold and maintain a current First Aid card.

### **Knowledge of the Ability to:**

- Lead and participate in Professional Learning Communities (PLCs).
- 21<sup>st</sup> century technology and the ability to use technology within building systems.

## ASSISTANT PRINCIPAL (Continued)

- Oregon 21<sup>st</sup> Century Education Act and Goals.
- Current methods and procedures for school management in Oregon (laws, rules and policies).
- Educational curriculum concepts and instructional techniques.
- Instructional learning theory and styles.
- Evaluation and appraisal techniques.
- Management team concepts – servant leadership.
- Effective communication techniques / practices.
- Technology and electronic education and curricula connections.
- Follow oral and written directions.

### **Experience:**

- Three years of successful experience at the secondary level. Administrative experience preferred.

### **Education:**

- Completed educational requirements or in program for administrative certification.
- Preferred Masters degree in education.

Board of Education adopted 6/18/2001

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