



JOB DESCRIPTION

Job Title	Assistant Principal
Department	Secondary Schools
Reports To	Building Principal
Classification	Administration
Location	
Salary	On schedule
Length of Contract	209 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Assistant Principal assumes major responsibility for leading and managing a wide variety of administrative tasks related to the students, staff, parents, and/or community members associated with the high school and school district, remaining consistent with policies of the Board of Education and under the leadership of the Secondary School Principal. The Assistant Principal is expected to work with leadership at all levels of administration to provide a program of continuity throughout the school system, and works closely with the school improvement process, as well as being responsible for a variety of school administrative functions.

Essential Job Functions

- Coordinates between schools, departments within school, and provides consultation in curriculum department.
- Works closely with the Executive Director of Teaching and Learning in improving articulation of the educational program with elementary and middle schools.
- Assists in developing staff development programs.
- Assists in the formulation of the operating budget and makes decisions in the dispersal of budgetary funds. Assists department leaders in preparing the department budget.
- Assists in the supervision and evaluation of staff. Works with department leaders in evaluating and improving the instructional program.
- Participates in interviewing candidates for teaching and non-certified positions.
- Coordinates with the department leaders and makes decisions regarding substitute teachers.
- Coordinates with university officials and makes decisions in assigning and supervising student teachers.
- Acts as a department leader in departments not large enough to function efficiently.
- Requires department leaders to submit annual reports setting forth plans for the coming year, etc.
- Assists the principal in the supervision of extra-curricular school activities and activity funds.
- Assists in the evaluation of the total school program and school improvement process.
- Assists the principal in administrative tasks; including student attendance monitoring.

- Assumes the responsibility of the principal in the absence of the principal.
- Works with elementary, middle, and high school supervisors in improving the articulation of the program with elementary, middle, and high schools.
- Coordinates and plans field trips and other out of building exercises.
- Serves as a liaison between community resource people and the school.
- Arranges for school visits, conferences, and convention attendance.
- Coordinates schedule of building use.
- Keeps an up-to-date school activity calendar.
- Supervises regular school transportation.
- Supervises, assigns, and directs all student workers.
- Active involvement with parent advisory committees.
- Conducts and attends meetings.
- Holds conferences with teachers and other staff members.
- Assists with assignment of all staff to extra-curricular activities and evening event supervision.
- Supervises general student control.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master’s degree in Educational Leadership or related field.
- Minimum of five years of related experience.
- Wisconsin Director of Instruction (10) or Principal (51) license.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum of five years of successful teaching experience at the secondary level.
- Previous administrative experience at the secondary level.
- Additional work beyond the master’s degree.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to use a systemic cooperation approach in carrying out assignments while making effective use of resources.
- Ability to learn rapidly and adapt quickly to changing situations.
- Broad general knowledge of curriculum development.
- Strong leadership skills.
- Ability to make critical evaluations/suggestions for improving curriculum.
- Working knowledge of school business affairs.
- Expertise in student scheduling.
- Ability to work effectively with staff, families, the community, and students/student groups.

- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to sit for extended periods of time and to stand/walk frequently.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to work outside normal school hours.