

Job Description  
**La Porte Community School Corporation**

**JOB TITLE: High School Assistant Principal**

**SUMMARY:** Assist the Principal in directing and coordinating the educational, administrative, and counseling activities of a secondary school by performing the following assigned duties.

**Qualifications:** Master's Degree in Education, a valid Indiana Administrative Certificate, a minimum of three year's successful teaching experience, and successful passing of the SLLA test if applicable.

**Immediate Supervisor:** High School Principal

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

- Evaluate educational program to insure conformance to state and school board standards.
  - Coordinate educational programs through meetings with staff, review of department's activities, and issuance of directives.
  - Confer with teaching personnel, pupils, and parents on matters pertaining to educational and behavioral problems in school, including investigation and determining outcomes for rule violations.
  - Establishes and maintains relationships with colleges, community organizations, and other schools to coordinate educational services.
  - Supervise assignments of teachers and pupils to classes.
1. Supervise and evaluate the job performance of assigned staff members.
    - Direct the work of building employees.
    - Provide guidance, motivation, and encouragement to staff members to excel in their jobs.
    - Provide positive corrections for personnel when their behavior warrants such action.
    - Evaluate assigned school personnel per board policy.
  2. Provide leadership for both faculty and students for the instructional program.
    - Share the role of the instructional leader for his/her building.
    - Evaluate and provide leadership for the school instructional and extracurricular programs.
  3. Provide leadership for the implementation and maintenance of Corporation adopted curriculum program which includes implementation of Corporation developed guides.
    - Direct the implementation and use of corporation developed program guides.
    - Direct in building evaluation of curricular programs and make recommendations for program refinement.

- Support the curriculum mapping, both vertically and horizontally.
- Provide school curriculum suggestions for study and implementation.
- Make recommendations for staff in-service related to curricular program needs.
- Participate in Corporation level curriculum development committees.
- Implement State and Local standards and indicators.
- Assist compliance with Indiana PL221 and National NCLB regulations and requirements.

4. Provide for the overall coordination and leadership for the staff development program at his/her assigned school.

- Recommend areas of improvement for staff.
- Participate in building level programs such as reading across the content areas.
- Implement staff development programs as directed in relation to staff growth.

5. Assist in the administration of the school in accordance with board-approved policies, administrative guidelines and state statutes.

- Formulate and maintain procedures to ensure the efficient and safe operation of the school.
- Responsible for student attendance.

6. Supervise and administer the quality level care of the school building, equipment, and grounds.

- Assist with the responsibility to oversee building maintenance and cleanliness.
- Coordinate the use of school facilities by outside organizations.

7. Complete and approve requested reports from local, state, or federal agencies.

8. Develop the school's calendar of events with consideration for the compatibility of the corporation wide calendar.

9. Direct a regular program of public relations for school client groups.

- Meet with parent groups to resolve matters of concern or to disseminate information.

10. Administer the building program in regards to personnel selection and assumes the responsibility for staff and student assignment both for regular and extracurricular responsibilities.

- Cooperate with the building Principal in recommending a person to a vacated staff position.

11. Administer a general discipline program that provides for appropriate and complete student due process for all students.

- Administer the general discipline program.
- Suspend students from school or other activities when misconduct warrants such action.

- Recommend exclusion or expulsion of students in accordance with statutes, policy, and administrative procedures.
- Develop procedures for the maintenance of satisfactory student discipline at all school functions.
- Arrange a program for the safe loading, unloading, and transfer of bus students, and assist bus drivers with discipline problems.
- Active collaboration with Probation, Police, Child Protection, counseling services, and Judicial system.

12. Develop appropriate, emergency drills and disaster procedures that include conducting fire drills, tornado alerts, and/or other safety drills as specified by state and local regulations.

13. Develop and supervise school records: the preparation, maintenance, and storage of all school records.

14. Provide opportunities, support, and supervision for extracurricular events.

15. Perform all other duties which are necessary to ensure the proper functioning of the educational programs and services in the Corporation which are related to the position of high school Assistant Principal.

**SUPERVISORY RESPONSIBILITIES:** Supervises class room teachers and support staff within the school organization. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Supervision of extracurricular events held both at LPHS as well as off campus. Serve as liaison when attending away competitions at the host school.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function 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:**

Masters Degree in Education, Valid Indiana Administrative Certificate with a minimum of three years successful teaching certificate or two to four years administrative experience or an equivalent combination of education and administrative experience.

**LANGUAGE SKILLS:**

Demonstrate the ability to read and interpret documents. Demonstrate the ability to write routine reports and correspondence. Demonstrate the ability to speak effectively before groups of teachers, parents, children, and the general public. Effectively communicate with parents, students, faculty, and child assistance groups the nature of misconduct and the disposition of individual situations.

**MATHEMATICAL SKILL:**

Possess the ability to work with mathematical concepts such as probability and statistical inference. Demonstrate the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations as well as presenting data in a report format.

**REASONING ABILITY:**

Possess the 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. Develop and oversee a facility calendar and schedule of supervision. Possess the observational skills to enable a proactive position.

**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, building visibility is essential. The employee is required to move about the building observing and supervising the various halls and rooms of the school. The individual is expected to regularly check the parking lots, restrooms, cafeteria, as well as the hallways. Additionally, the person must seek out individuals to question regarding various investigations.

The individual is expected to restraint combatants where and when deemed necessary to prevent injury to themselves or others. Physical restraint and /or assistance are occasionally required when assisting staff with special need students.

The employee should be able to use a computer, cell phone, corporation radios, email, and PDA. The person should be familiar with word processing and calendar programs.

The employee should possess and demonstrate effective coping skills as well as multi-tasking ability. The employee must be able to input various amounts of information into the computer to record the disposition of discipline and information.

**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 noise level of the work environment is variable, from quiet office work to loud hallway and/or cafeteria noise.
- This position involves duty both inside and outside the building in various weather conditions.
- The environment covers crowded hallways as well as interoffice work.

**TERMS OF EMPLOYMENT:** 215 day work calendar with salary and fringe benefits to be determined by the Board of School Trustees.