

High School

TITLE: ASSISTANT HIGH SCHOOL PRINCIPAL

REPORTS TO: High School Principal

QUALIFICATIONS: 1. As set by state certification and existing Board of Education policy.

SUPERVISES: Faculty and staff responsible to the High School Administration.

JOB GOAL: To assist and support the High School Principal in the daily execution of his responsibilities and to assume direct control over those duties particular to the position.

PERFORMANCE RESPONSIBILITIES:

1. Student Behavior and School Control:

- A. Review and update discipline procedures incorporating new laws and national developments.
- B. Develop and ready student policy handbooks for distribution at the beginning of the school year.
- C. Assess and collect student fines, books, and materials.
- D. Maintain and assess building and parking lot security procedures.
- E. Supervise fire drills and other emergency dispersal procedures.
- F. Maintain an effective and efficient system of school discipline that provides a climate conducive to learning.
- G. Conduct parent/student conference.

2. Staff Supervision and Evaluation:

- A. Conduct formal and informal staff observations.
- B. Assist faculty members in setting goals and objectives.
- C. Initiate conferences with teachers to assist them in the improvement of instruction. Meet with teachers and chairperson, individually and in groups, to work toward the improvement of the instructional program.
- D. Assist in the interviewing of prospective candidates for staff vacancies.
- E. Assign and review faculty supervisory duties.

3. Student Attendance:

- A. Review student attendance for the school year and counsel those parents/guardians whose children have accumulated excessive absences.
- B. Direct and coordinate the efforts of the Attendance Officer pertaining to High School student attendance.

4. Curriculum and Staff Development:

- A. Assist department supervisors in developing new courses and innovative programs and updating existing course offerings.
- B. Conduct orientation for new faculty members.

5. Scheduling:

- A. Assist in the development of the master schedule.

6. Community Relations:
 - A. Maintain liaison with local juvenile officers, probation officials, and county juvenile court.
 - B. Meet with parents and adult organizations (Booster, etc.) to maintain good community relations.
7. Business and Finance:
 - A. Work with department supervisors in assessing budgetary requests.
 - B. Maintain a current inventory of school equipment and supplies.
 - C. Maintain student activities accounts.
8. Guidance Counseling and Student Records:
 - A. Supervise the updating of student records and transcripts in accordance with district policy.
 - B. Work closely with the department chairperson to ensure a high level of student counseling services.
9. Coordination and Planning of Student Activities:
 - A. Develop procedures and guidelines governing the student advisory committee and all club activities.
 - B. Develop and supervise the program of co-curricular activities, class affairs, including assembly programs and club meetings.
10. School Facilities Planning and Scheduling:
 - A. Coordinate school calendar for student and community activities.
 - B. Maintain and control building permits for use by outside activities.
11. Custodial and Maintenance Operations:
 - A. Supervise building clean-up and maintenance.
 - B. Initiate and screen work orders and maintenance requests.
12. Administrative and General School Policy:
 - A. Develop and update Administrative Manuals.
 - B. Develop opening and closing school procedures for faculty members and students.
 - C. Develop student parking lot procedures and issue permits.
 - D. Assign student homerooms and lockets.
13. Supervise and Coordinate the Efforts of Clerical and Secretarial Personnel Assigned to the High School.
14. Supervision of After-School and Evening Activities:
 - A. Assure the adequate coverage and control of all school sponsored activities.
15. To Assume Full Responsibility as Directed in the Absence of the Principal.

TERMS OF EMPLOYMENT: This job description shall be subject to and consistent with the terms and conditions of employment set forth in the Collective Bargaining Agreement between the Wall Township Administrative and Supervisory Council (WTASC) and the Wall Township Board of Education.

EVALUATION: Annual in accordance with Board policy

APPROVED: August 3, 2004