

Poquoson City Schools
JOB DESCRIPTION

TITLE: High School Assistant Principal

This position is exempt or non-exempt

PRIMARY FUNCTION:

Assists the principal in assuming responsibility for all elements in the instructional program and the operation of the high school (Grades 9-12)

MINIMUM QUALIFICATIONS:

- Holds a postgraduate professional license in school administration; has completed graduate courses pertinent to the assignment; has three years of teaching experience

KNOWLEDGE, SKILLS AND ABILITIES:

- Possesses high moral standards and integrity
- Has demonstrated professional and personal characteristics necessary for working effectively with school personnel, students, parents, and members of the community
- Demonstrates knowledge of high school instruction and operations
- Exhibits effective human relations and communication skills
- Demonstrates the ability to work effectively with faculty, students and parents
- Communicates effectively orally and in writing
- Possesses skill in planning for, organizing, and facilitating instruction to include integrating technology into instruction
- Possesses sufficient mobility to perform hall and school ground monitoring activities
- Possesses knowledge and understanding of special education programs and procedures

GENERAL PERFORMANCE RESPONSIBILITIES:

- Assists principal in the effective instructional and operational supervision of the high school
- Provides leadership for the instructional program
- Fosters a positive school climate that promotes student learning
- Collaborates with teachers in monitoring and assessing student progress
- Ensures appropriate student conduct consistent with school standards and division policies
- Provides staff leadership, development, and training
- Supervises and evaluates staff
- Provides effective management of the physical plant, financial accounts, instructional materials, and equipment
- Resolves conflicts and manages crises
- Develops positive school-community relations
- Assists in interpreting the school's instructional program to parents and the community
- Assists in the development of curricula in cooperation with teachers, the principal and division staff
- Serves on Special Education, 504 Plan, Child Study, and other committees/meetings
- Supervises after-school and evening activities as assigned
- Assists with interviewing and selecting new staff members
- Assists with substitute teachers
- Performs other duties as assigned

TERMS OF EMPLOYMENT:

Salary according to School Board Pay Plan and contract length 225 days

EVALUATION:

Reports to the high school principal and will be evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel

APPROVED BY THE DEPUTY SUPERINTENDENT OF INSTRUCTION & SUPPORT SERVICES