

HIGH SCHOOL ASSOCIATE PRINCIPAL (1020)

- TITLE:** High School Associate Principal
- REPORTS TO:** High School Principal
- SUPERVISES:** Personnel assigned to the building as directed by the principal, including teachers, Para-professionals, support, and classified staff.
- JOB FUNCTION:** Serves as educational leader, supporting the principal and providing leadership to the SBDM Council as possible. Assumes responsibilities as designated by the school principal. Adheres to educational policies, mandates, and school plans to effect and supervise school programs and student academic and social development.

DUTIES AND RESPONSIBILITIES:

- Communicates openly and often with the principal and all other staff members.
- Assumes a leadership role with the SBDM Council, as appropriate, in addressing areas within the realm of council authority
- Supervises certified and classified personnel as assigned by the principal
- Serves as a communication link between school and home; assumes responsibility for school correspondence, general correspondence, notices for general distribution to the school community, etc.
- Participates in curriculum study and revision
- Directs and assists in preparing all reports required through assigned responsibilities.
- Enforces the observation of all school policies, rules, and safety regulations
- Promotes the care of the buildings and grounds, calling attention to problems and repair issues
- Supervises the student-teacher and internship programs
- Participates in establishing and maintaining community relations, including the use of the school facility

HIGH SCHOOL ASSOCIATE PRINCIPAL (1020)

DUTIES AND RESPONSIBILITIES (CONT.):

- Cooperates with student groups in defining and achieving the overall objectives and effectiveness of the total school program
- Coordinates and supervises extracurricular and co-curricular programs/activities as assigned.
- Cooperates as a consultant and advisor to the central administrative staff and supervisory personnel as required
- Supervises and promotes student's educational progress.
- Supervises and adheres to federal, state, district school policies.
- Supervise curriculum objectives and implementations.
- Supervises all certified and classified personnel assigned to the school; assumes the responsibility for completion of all staff evaluations within the building.
- Analyses assessment data to increase student achievement
- Assists the principal in performance of other duties as assigned
- Maintains regular attendance.
- Performs other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
 - Requires the ability to communicate effectively using speech, vision and hearing
 - Requires the use of hands for simple grasping and fine manipulations
 - Requires bending, squatting, crawling, climbing, reaching
 - Requires the ability to lift, carry, push or pull light weights
-

HIGH SCHOOL ASSOCIATE PRINCIPAL (1020)

EDUCATION AND EXPERIENCE:

- Master's Degree
- Kentucky Certification as a Secondary School Principal
- Three (3) years of successful teaching experience at the secondary school level
- Must exhibit a knowledge of Kentucky assessments and SBDM management with the leadership skills and ability to motivate and work cooperatively with diverse populations
- Must demonstrate the ability to budget and use time efficiently; ability to effectively manage human, physical, and fiscal resources; ability to plan effectively.

LICENSES AND OTHER REQUIREMENTS:

- None

Original Date: _____

Revision Date: 04/1995

Revision Date: 02/2001

Revision Date: 07/2012