**TROY AREA SCHOOL DISTRICT**

**TITLE:** High School Assistant Principal **DATE:** September 20, 2011

**REPORTS TO:** High School Principal **APPROVED BY:** TASD School Board

**JOB SUMMARY:** Assist the Principal in the overall administration of the school and serve as the Principal when that person is absent from the building.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Collaborate with the Superintendent and senior High School Principal to develop a strong administrative team concept.
2. Assist the Principal with procedures for recruiting, screening, hiring, training, assigning and evaluating the senior high school’s certified and non-certified staff.
3. Assumes the responsibilities of the High School Principal in their absence.
4. Oversee attendance and address routine discipline issues.
5. Monitor student driving
6. Assist with the supervision and scheduling of events in the Commons Building.
7. Assist the Principal with teacher evaluations.
8. Develop and administer parent conferences for those students who have continual attendance or discipline problems.
9. Perform other duties as assigned by the High School Principal

**QUALIFICATIONS:** Five (5) years experience in public education necessary, secondary school instruction preferred

Assistant Principal or supervisory experience is helpful

Master’s degree necessary in curriculum and instruction or educational

 administration

 Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)

 Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)

 Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994

 Submission of Federal Criminal History Record in accordance with Act 114 of 2006

 Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**PHYSICAL DEMANDS:** Ability to reach above and below the waist

Ability to use fingers to pick, feel and grasp objects

Some stooping, bending and twisting of the body

Ability to lift and/or carry supplies and/or papers weighing no more than 25 lbs.

Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday

Ability to provide safe physical management (restrain) of students when necessary

**SENSORY ABILITIES:** Visual acuity

Auditory acuity

**WORK ENVIRONMENT:** Typical office environment

 Subject to inside environmental conditions

**TEMPERAMENT:** Must possess excellent interpersonal skills

Must be able to work in an environment with frequent interruptions

Able to make judgments and work under a high level of stress

**COGNITIVE ABILITY:** Ability to communicate effectively

Ability to organize tasks

 Ability to handle multiple tasks

 Ability to exercise good judgment

**SPECIFIC SKILLS:** Must possess leadership skills

Must possess supervisory skills

(Approximate employees – 50 directly/16 indirectly)

Must possess computer skills

 Ability to operate various office equipment

 Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*