



Greater Albany Public Schools

High School Assistant Principal

Classification: Administrator
Work Calendar: 233-day

Reports to: Principal

Position Description

Under the general supervision of a High School Principal, to assist the Principal in providing leadership and supervision in administering the educational program of a High School in order to promote the educational development and achievement of students in accordance with Board of Education policies, administrative procedures, rules and regulations, and applicable law. To provide leadership in program development and improvement, as well as in professional staff development. To serve as Principal in the absence of the Principal.

Responsibilities:

- Assists in the development and administration of school programs consistent with school district goals and objectives.
- Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extracurricular activities.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Prepares class schedules, master schedules, extracurricular activities.
- Assists in ensuring that Board policies and procedures are implemented and followed at the school.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
- Supervises departments as assigned.
- Assists in coordinating the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
- Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
- Assists in the recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
- Involves staff in the evaluation of programs and the planning of new programs.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct and attendance conforms with the school's standards and school district policies.
- Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
- Assists in the budgetary and financial affairs of the school consistent with school district policies.

Additional Responsibilities:

Performs other related tasks as assigned by the Principal, Superintendent and other central office administrators as designated by the Superintendent.

Minimum Requirements:

- Master’s degree with minimum of five years of teaching experience
- Valid Oregon Administrator license
- Bilingual Spanish Preferred but not required

Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. May work prolonged or irregular hours; frequent district wide travel; occasional statewide travel and out-of-state travel. Works in standard office building environments.

Term of Employment: Not to exceed 233 paid days as set by negotiated agreement. May include extended contract days or extra-duty assignments. Salary and benefits based on the current District Salary Schedule and negotiated agreement.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility

I have read and understand this job description.

Signature: _____ **Date:** _____