

BUHLER USD 313 CERTIFIED STAFF JOB DESCRIPTION

TITLE: ASSISTANT PRINCIPAL

REPORTS TO: Building Principal

SUPERVISES: Assigned staff members

EVALUATION: Building Principal

CLASSIFICATION: Exempt

JOB SUMMARY: To assist the principal in providing school-wide leadership and to learn the role of the principal.

QUALIFICATIONS: Valid Kansas Administrative licensure appropriate to specific level.

PERFORMANCE RESPONSIBILITIES: SETTING DIRECTION

1. Assists the principal in the overall administration of the school.
2. Serves as a principal in the absence of the regular principal.
3. Assists with requisitioning supplies, textbooks, and equipment; conducts inventories; maintains records; and checks on receipts for such materials.
4. Demonstrates effective human relations and communications skills.
5. Complies with all district rules, regulations, and policies.
6. Other duties as assigned.

DEVELOPING ALL STUDENTS

1. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
2. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.

DEVELOPING STAFF

1. Assists in working with department heads and faculty in compiling the annual budget requests.
2. Supervises and evaluates teachers and departments as assigned by the principal.

MAKING THE ORGANIZATION WORK

1. Proposes schedules of classes and extracurricular activities.
2. Assists in supervising the preparation of student schedules.
3. Assists in safety inspections and safety drill practice activities.
4. Assumes responsibility for coordinating transportation, custodial, cafeteria and other support services.
5. Supervises the reporting and monitoring of student attendance, and provides investigative follow-up actions.
6. Performs such record keeping functions as the principal may direct.
7. Complies with good safety practices.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires regular attendance and physical presence at the job.

APPROVED: 5/13/2013