

**ORRVILLE CITY BOARD OF EDUCATION
JOB DESCRIPTION**

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| Position: | Assistant High School Principal |
| Reports to: | Principal |
| Employment Status: | Regular/Full-time |
| FLSA Status: | Exempt |
| Description: | Assist the principal in the overall administration of the school; take charge of the school in the absence of the principal |
| NOTE: | The lists below are not ranked in order of importance |

Essential Functions:

- Assist in the development and implementation of programs and plans to ensure the safety of our students
- Assist the building principal in the general administration of the school
- Administer the school in the absence of the principal
- Monitor and enforce rules concerning attendance
- Assist in the improvement and/or adjustment of the school program
- Assist in the evaluation of school staff
- Assist in the preparation and supervision of fire and tornado drills, and other emergency preparedness programs
- Attend, as required, special events, functions, and athletic events of the school
- Evaluate and supervise secretaries
- Arrange conferences with parents, teachers, and students regarding grades/disciplinary procedures
- Maintain a positive and effective rapport with staff, students, parents, and community members
- Serve with parent, faculty, and student groups as requested
- Submit all reports and lists, as required, at the appropriate time
- Maintain a high standard for student conduct and control in accordance with the due process rights of students
- Assist with coordinating the development of the master teaching schedule
- Provide general supervision to students
- Supervise extracurricular activities
- Monitor lunchroom operation, student assemblies, and student arrival and departure on school buses
- Provide general supervision to all teachers, secretarial staff, custodial staff, teacher aides, and food service staff
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student files, student IEP's, medical records, personnel files, documentation for legal proceedings
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Attend meetings and in-services as required

Other Duties and Responsibilities:

- Assist in the supervision of the maintenance of accurate student records
- Cooperate in the maintenance of instructional files for substitute teachers
- Assist in scheduling special events during the school day
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Building Principal, Assistant Superintendent or Superintendent

Qualifications:

- Master's degree (M.A.) or equivalent
- At least five years of related experience
- Appropriate state of Ohio administrator's certification
- Alternative to the above qualifications as the Superintendent or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of Ohio school law
- Ability to lead and motivate staff and students
- Ability to resolve problems in an efficient and effective manner

Equipment Operated:

- Telephone
- Computer
- Printer
- Two-way radio
- Ability to utilize current technology

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening work
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop

This job description is subject to change and does not state or imply that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow instructions and perform duties as directed by the incumbent's supervisor or appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: