

Assistant Principal

Chillicothe R-II School District Job Description

Position Title: Assistant HS Principal

BOE Approved: 2-26-2024

Department: Administration

Reports To: Principal and Superintendent

FLSA Classification: Exempt

SUMMARY: Assistant Principal: responsible for providing assistance to the Principal in the administration of the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Serves as administrative head of the school in the absence of the principal.
- Administers a program on student attendance and discipline.
- Supervises and monitors the A+ Program.
- Assists building staff with class schedules and building problems
- Assists Principal in scheduling special events during the school day.
- Assists with coordinating the development of the master teaching schedule.
- Provides general supervision to students.
- Oversees and supervises extra-curricular activities.
- Other reasonable duties as assigned by the administration.

SUPERVISORY RESPONSIBILITIES:

Assistant Principal: Assist in supervises employees in the High School when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization policies and applicable laws.

Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Masters Degree in Administration Education, minimum five years teaching and/or administrative experience.

EVALUATION: Performance of this position will be evaluated by the Building Level Administration and Superintendent.

TERMS OF EMPLOYMENT: Ten-month employee. Salary to be established by the Board of Education.