

BALDWIN-WHITEHALL SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Assistant Principal for High School

DEPARTMENT: Baldwin High School

QUALIFICATIONS:

1. Master's Degree or higher, with a major concentration of work in educational administration
2. At least five years of successful teaching experience
3. A valid Pennsylvania Teaching Certificate with five years of successful teaching experience
4. A valid Pennsylvania Administrative Certificate

REPORTS TO: High School Principal

SUPERVISES: Teaching Staff
Other Professional Staff
All Non-Professional Staff
Other resource and service personnel while working in the school

JOB GOAL: To plan and implement a comprehensive educational program that continually demonstrates growth and necessary support services which will meet the needs of the 9-12 grade students of the Baldwin-Whitehall School District.

PERFORMANCE RESPONSIBILITIES:

The Assistant Principal will assist the Principal to:

1. Assists with the development and review of District policy priority goals and action plan objectives.
2. Exercises leadership in curriculum development and instructional improvement in building that aligns with the Classroom Vision.
3. Evaluates the curriculum through classroom observation and works closely with departments and teachers proposing changes.
4. Analyzes and shares PSSA test results and local assessment with departments, and develops building goals to provide for continuous growth.
5. Participates in professional organizations and keeps abreast of trends, developments and research as they pertain to education.
6. Uses both quantitative and qualitative data, such as PSSA test results, Terra Nova, and the local assessment to guide decision-making

7. Follows the Supervision/Evaluation Plan, provides professional development, and conducts observations and conferences, as appropriate.
8. Implements and assures observance of all District, state and federal policies, procedures and regulations to ensure that the District is in compliance with same and that students' due process rights are protected.
9. Participates in professional contract negotiations, when needed, and administers all labor contracts to ensure compliance with same.
10. Monitors building to ensure clean and safe facilities.
11. Implements the District induction program and supervises the completion of required forms in cognate areas.
12. Assists in recommending staff needs and participates in the recruiting, screening, selecting, and assigning of the High School instructional staff.
13. Assists and supervises the efforts of those who provide instructional and other services to the teaching staff.
14. Serves as a resource person for all teachers in assigned cognate areas.
15. Is responsive to needs and concerns of parents and other community members in the District.
16. Attends special school-sponsored activities and parent-teacher functions as needed.
17. Actively supervises the assistance programs, including GIEP's, IEPs, and SAP meetings.
18. Advises teachers, parents and students, and works with Pupil Service specialists to provide proper guidance for students.
19. Establishes guidelines for student conduct and maintains proper student discipline.
20. Maintains lines of communication to keep all concerned parties informed regarding discipline procedures and actions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Walking and standing for prolonged periods
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

Language Skills: Ability to read, analyze and interpret general business periodicals, professional and technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, parents and the general public.

Other Skills and Abilities: Ability to apply knowledge of current research and theory in specific field. Ability to create and maintain effective working relationships with students, staff, and the community. The ability to communicate clearly and concisely both in oral and written form. Demonstrates awareness of all district requirement and Board of Education policies. Ability to use a personal computer and related software.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

TERMS OF EMPLOYMENT:

Work year, workdays, salary, and benefits are established in accordance with the provisions of the ACT 93.

EVALUATION:

Performance of the job will be evaluated at least annually.

ACKNOWLEDGEMENT:

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

Employee Signature _____ Date _____