

## **ADMINISTRATOR JOB DESCRIPTION**

---

### **Associate Principal**

*Reports to: H S Principal*

**General Summary:** Directs the planning, implementation, and evaluation of curriculum, accompanying programs and activities under the direction of the building principal and in accordance with district policies and procedures. Responsible for implementing district programs, policies and procedures.

#### **Essential Functions:**

- 1) In charge of the school building in the absence of the Principal.
- 2) Articulates the curricular needs for development, revision, or deletion of program to the director of curriculum and assessment.
- 3) Assists in the evaluation of staff and provides primary assistance to new staff and those needing improvement in instructional delivery.
- 4) Evaluates programs for effectiveness and impact.
- 5) Organizes staff development and building level in-service programs.
- 6) Implements process for programs both within and between buildings.
- 7) Coordinates the established curricular programming.
- 8) Supports the advisement and responsive program.
- 9) Assists with building supervision and discipline.
- 10) Performs other duties assigned by the principal. These duties may include, but are not limited to, facilitating district assessments, coordinating School-to-Work activities and assisting with academic awards.
- 11) Assumes responsibility for general discipline of all students, coordinating efforts with those of other staff members.
- 12) Assumes responsibility for all student accounting, including coordination of procedures for attendance.
- 13) Assists principal in supervision of class scheduling, supervisory schedules, lunch schedules and graduation activities.
- 14) Assists with supervision and evaluation of office personnel and teaching staff.
- 15) Assists with supervision of extracurricular activities and school events.
- 16) Assists with student recognition programs.
- 17) Assists with coordination of student registration and student scheduling.
- 18) Coordinates the student record-keeping process.
- 19) Assists the Principal in developing procedures for identifying students who have problems with truancy and excessive absenteeism.
- 20) Assembles student data as required for administrative reports, decision-making, and research.

- 21) Attends monthly School Board meetings.
- 22) Assists with health services program supervision.
- 23) Assists with the development and implementation of the state testing schedule for the building.
- 24) Performs other duties/projects as assigned by Building Principal, Director of Curriculum and instruction or Superintendent.

**Qualifications:**

1. **Education level** – Master's Degree from an approved institution with a major in administration, curriculum, or the accepted equivalent required. A specialist degree from an approved institution with a major in education administration or curriculum or the accepted equivalent preferred.
2. **Certification or Licensure** – Appropriate Missouri Administrative Certificate.
3. **Experience desired** – Previous administrative experience. Successful teaching experience.
4. **Other requirements** – Strong leadership and planning skills in the area of program development and evaluation. Sensitivity to the needs and objectives of the school and the school district. Understand and support the District's Comprehensive School Improvement Plan. Must successfully pass a background check and drug test that are satisfactory to the Board of Education.
5. **Physical Requirements/Environmental Conditions** – Requires prolonged sitting and standing; requires stooping, bending, reaching, and lifting; requires physical exertion to manually move, lift, carrying, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

**Evaluated By:** Principal

**Length of Contract:** 10 months (200 days)

**Type of Position:** Exempt

*The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.*