

Windber Area School District

Job Description Assistant to the Principal

Qualifications: Education shall consist of a minimum of a bachelor's degree in education from an accredited institution. Proper certification is required before the candidate can be assigned to the position.

Reports To: Building Principal

Job Goal: To carry out the responsibilities and duties as outlined and assigned by the principal in his/her absence.

Performance Responsibilities:

General

- Be responsible for the safety of everyone involved in the activities for the building and follow procedures for dealing with emergencies such as fire, bomb threats, etc.
- Supervise procedures necessary to maintain the security of the building.
- Adjust schedule of the instructional day on an as needed basis.
- Respond to daily inquiries as needed.
- Coordinate assemblies and/or planned school programs.
- Attend scheduled meetings and/or hearings.
- Manage bus transportation concerns.
- Update the building principal upon his/her return.

Personnel

- Supervise the activities of the secretaries assigned to the principal.
- Assist with the scheduling and coordination of substitute teachers.

Student Body

- Be responsible for maintaining order and discipline.
- Conduct hearings on student discipline problems and contact those involved regarding actions to be taken in solving the problems.
- Approve field trips, conference, sign checks, etc.

Community Relations

- Cooperate with legal authorities in matters concerning students and personnel within the building.

Other

- Complete other assignments as directed by the building principal.

Terms of Employment: Salary and wages as established by the Board of Education.

Evaluation: The assistant to the Principal shall be formally evaluated by the building principal. Informal evaluations following Board policy may be conducted when necessary.