

Windber Area School District Job Description

Department – Middle School/High School

Standard Title – Assistant to the High School Principal

Primary Function – The Assistant to the High School Principal will carry out the duties listed below in a timely and efficient manner to ensure that the maximum educational potential of the students are achieved. In addition, this person will complete any duties, assigned by the High School Principal and/or Superintendent.

Supervision Received – All school matters relating to both the operation of the middle school/high school and assigned teaching is directly responsible to the High School Principal.

Direction Exercised – The Assistant to the High School Principal is responsible to carry out the duties as outlined and assigned by the High School Principal in his/her absence. The Assistant to the High School Principal is also responsible to help the school run in a safe and orderly manner for both staff and students.

Essential Duties –

1. Instructional Duties –

- a. **Assist Teachers (itinerant teaching assignment):** The instructor would not be required to plan instruction, however, he/she would be consulting with the classroom teacher to help assist the student(s)/teacher(s) where needed as assigned by the High School Principal.

2. Office Duties –

- a. **Discipline:** Maintain high visibility within the school and handle disciplinary matters in a consistent and timely manner. Conduct hearings on student discipline problems and contact those involved regarding actions to be taken in solving the problems. Also, work with students in a proactive manner to avoid disciplinary problems. Severe discipline matters are to be brought to the attention of the High School Principal.
- b. **Attendance/Truancy:** Work in conjunction with the secretary who handles student attendance to monitor absences and tardiness, on a daily basis. When necessary, follow up with parents, report to the High School Principal when it may become necessary to notify the district judge.
- c. **Scheduling:** Assist the High School Principal and grade levels with student/teacher planning/scheduling. Assist with the scheduling and

- coordination of substitute teachers. Also, adjust schedule of the instructional day on an as needed basis.
- d. **Bus Duty:** Assist and monitor student arrival/dismissal. This involves assisting students to their buses and handling any discipline problems that arise on the buses and when students arrive in and leave school. Take an active roll in solving problems occurring on school buses and act as a liaison with parents for complaints or special requests.
 - e. **Cafeteria Monitoring:** Monitor and maintain high visibility to offset any potential discipline problems.
 - f. **Coordinate Field Trips and Assemblies/Special Events:** Work with the professional staff to plan appropriate and educational field trips and assemblies. Planning includes the necessary budgeting, scheduling of dates, arrangement of transportation and any payment of costs.
 - g. **Assist Parents/Teacher School Scheduling Adjustments:** Work with teachers and students during the beginning of the school year with scheduling adjustments.
 - h. **Staff Meetings:** Review school policies and other matters (scheduling, etc.) that you need to notify the staff on. Also, attend meetings as directed by the High School Principal and/or Superintendent.
 - i. **Assist the High School Principal:** Aide in the carrying out select duties handled by the High School Principal.
 - j. **Safety:** Be responsible for the safety of everyone, involved in the activities, in 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.
 - k. **Communication:** Respond to daily inquires as needed.
 - l. **Office Staff:** Supervise the activities of the secretaries assigned to the High School office.
 - m. **Legal Issues/Community Relations:** Cooperate with legal authorities in matters concerning students and personnel within the building.
 - n. **Update:** The building Principal upon his/her return.
 - o. **Approvals:** Sign checks, etc.
 - p. **Other High School Principal/Superintendent Assignments:** These duties, when assigned, supersede the aforementioned duties.

Secondary Duties –

- q. Assist the High School Principal in duties or his/her primary responsibility not otherwise enumerated in this job description.
- r. Perform temporary duties as assigned by the High School Principal and/or Superintendent.

Work Environment – The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals

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

Physical Requirements –

Employees in this position must have the ability to –

1. Sit for extended periods of time.
2. Enter data into a computer, operated standard office equipment and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications –

1. Education shall consist of a minimum of a Bachelors degree in education from an accredited institution.
2. Proper certification is required before the candidate can be assigned to this position.
3. Excellent communication, problem solving and organizational skills.

Salary –

The salary of the Assistant to the High School Principal shall be set by the Board of Education for this position.

Evaluation –

The Assistant to the High School Principal shall be formally evaluated by the Administration. Informal evaluations following school board policy may be conducted when necessary.