



**QUALIFICATIONS:**

- Minimum of five years' experience in the field of public education, including experience as a classroom teacher;
- Hold an administrative license;
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable; and
- Have a First Aid card or obtain one, as required by supervisor.

**REPORTS TO:**

- High School Principal/Superintendent

**JOB GOAL:**

- The Gervais High School assistant principal assists the Principal with responsibilities of general school operation and with development of policies and programs relative to school management, and supervision of students, organization, and community relations. The GHS assistant principal leads and coordinates attendance procedures, as well as assists the Principal with the supervision and discipline of students. The GHS assistant principal assists in coordination of staff development and school improvement efforts.

**PERFORMANCE RESPONSIBILITIES:**

- Serve as Principal in the absence of the Principal;
- Assist the Principal in the overall administration of the school;
- Assist in creating a positive and safe teaching/learning environment;
- Assist with student discipline and student recognition programs;
- Monitor daily student attendance and assist in the implementation of attendance procedures;
- Assist in the formal evaluation of certified and classified staff;
- Help build lines of communication with parents and community patrons;
- Help facilitate school-level committees;
- Help conduct fire drills in accordance with state laws and local district procedures;
- Assist in the creation of special calendars and schedules;
- Assist in the planning and supervision of after school programs and events;
- Follow district policies, building rules, and perform other duties as assigned.
- Other district administrative duties as assigned by the superintendent.

**PHYSICAL REQUIREMENTS:**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., pushing/pulling up to 40 pounds of equipment, and fine manipulation.
- Employee may need to bend, squat, climb stairs, and lift occasionally.

**TERMS OF EMPLOYMENT:**

- 190 days.
- Flexible schedule to be implemented depending upon daily requirements.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

**EVALUATION:**

- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedure.
- Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description

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Signature

\_\_\_\_\_  
Date