

GERVAIS SCHOOL DISTRICT #1 – ASSOCIATE PRINCIPAL GERVAIS 6-12

QUALIFICATIONS:

- Valid Oregon Administrative & Teaching license with appropriate subject endorsements, if needed.
- Bachelors or higher degree in education or other acceptable educational training in area of study as required by Oregon license.
- Valid First Aid Card as requested by Principal.
- Knowledge of laws, rules and policies in student management.
- Knowledge of best practices in behavior management and communication strategies.
- Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

- Principal

JOB GOAL:

- The Associate Principal assists the Principal in coordinating the school program through the student supervision, assessment coordination, 6-12 attendance, and behavior management programs in the school.

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the school level student management plan.
2. Prepares a 6-12 Curriculum Guide and facilitates the scheduling process.
3. Facilitates the college entrance preparation for all graduating seniors. To include: college applications, financial aid, scholarships.
4. Enforces all policies relating to student discipline and attendance.
5. Administers student discipline in cooperation with the principal.
6. Facilitates senior graduation ceremony.
7. Facilitates academic guidance to all 6-12 students.
8. Deals with citizen complaints not received by the principal.
9. Assists the principal in attendance at evening functions relating to school program.
10. Assists teachers in adapting programs to the interests and needs of students.
11. Supervises student activities before and after school hours.
12. Works as a counselors in matters of student problems.
13. Assists the principal with teacher evaluations.
14. Assists teachers in improving classroom management skills.
15. Develops, fosters, and models effective student behavior management skills.
16. Provides leadership in moments of school crisis in the absence of the principal.
17. Assists the principal with the master schedule and prepares all student class schedules.
18. Disseminates assessment data for additional interventions.
19. Assists the principal in motivating and leading the school staff toward the improvement of student behavior in and out of the classroom.
20. Assists the principal in motivating and leading school reform in the areas of CCSS and Performance Based Grading and Learning.
21. Fulfills other related duties as assumed or assigned.

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., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

TERMS OF EMPLOYMENT:

- 215 days.
- Flexible schedule to be implemented depending upon daily requirements.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, legal requirements, and stipends.
- Stipends for the 2013-2014 school year to include: Associate principal-\$5,000; 6-8 Senior Class Advisor-\$1,069; Counselor Stipend-3,782

EVALUATION:

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

I have received a copy of this job description:

Teacher Signature

Date