



ASSISTANT PRINCIPAL 9-12

CLASSIFICATION: Exempt

JOB GOAL:

- The Assistant Principal assists the principal in coordinating the school program through the student supervision, assessment coordination, 9-12 attendance, and behavior management programs in the school as well as athletic coordination for middle and high school students. See athletic job description.

QUALIFICATIONS:

- Valid Oregon Administrative or Teaching license with appropriate subject endorsements, if needed or plan to obtain an administrators license.
- 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

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the school level student management plan.
2. Updates and implements Student Behavior Management Plan.
3. Enforces all policies relating to student discipline and attendance.
4. Administers student discipline in cooperation with the principal.
5. Assists with senior graduation ceremony.
6. Facilitates academic guidance to all 9-12 students.
7. Deals with citizen complaints not received by the principal.
8. Assists the principal in attendance at evening functions relating to school program.
9. Assists staff in adapting programs to the interests and needs of students.
10. Supervises student activities before and after school hours.
11. Assists the principal with staff evaluations.
12. Assists staff in improving classroom management skills.
13. Develops, fosters, and models effective student behavior management skills.
14. Provides leadership in moments of school crisis in the absence of the principal.
15. Assists the principal in motivating and leading the school staff toward the improvement of student behavior in and out of the classroom.
16. 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:**

- 220 days.
- Flexible schedule to be implemented depending upon daily requirements.
- Salary and work year to be in accordance with collective bargaining agreement (if applicable), Board policy, legal requirements, and stipends.

▪ **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.

OTHER:

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex, or age in providing or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The Director of Special Services has been designated to coordinate compliance with these legal requirements and may be contacted at Phone: 503-792-3803.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature

Date

Employee Print Name

Date

Supervisor Signature

Date

Supervisor Print Name

Date