

CHARTIERS VALLEY SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: ASSISTANT PRINCIPAL

DEPARTMENT: Administration

LOCATION: High/Middle/Intermediate/Primary Schools.

REPORTS TO: Principal

OBJECTIVE: To provide leadership, supervisory and administrative skills on a daily basis to the building and the population to which the individual is assigned; directs the assigned school to achieve all district and state-mandated standards; operates within budgeted parameters while attaining assigned goals; promotes the educational development of each student.

QUALIFICATIONS:

1. Master's degree with certification in educational administration.
2. Valid Pennsylvania State Certificate to practice as a principal.
3. Minimum five (5) years' experience as a teacher or pupil services personnel.
4. Minimum one (1) year experience as either a principal or an assistant principal or leadership role in either a primary or secondary school.
5. Demonstrated ability to communicate (verbal and written) clearly to all stakeholders including the Board, the Administration, Parents, students, etc.
6. Basic knowledge of the budget process, purchasing systems, capital programs and payroll.
7. Working knowledge of computer software programs, implemented by the district.
8. Experience using instructional technology systems that have been implemented by the district.
9. Ability to perform all essential functions of the position with or without accommodation
10. Maintain a valid Pennsylvania State Driver's License.
11. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

ESSENTIAL FUNCTIONS, GENERAL

1. Supervises and directs professional teaching staff, adjunct professional teaching staff (faculty), non-professional hourly classified staff, and other assigned individuals on a daily basis.
2. Interacts with faculty and building administration to formulate and coordinate programs and activities of excellence consistent with the District-wide philosophy, mission statement, vision and values.
3. Assumes leadership for implementing the programs and activities developed within the assigned building while implementing a process for continuous improvement within that building.
4. Aligns programs and activities to specific instructional goals for the various levels, grades and curriculum areas within the assigned building.
5. Assists principal with the preparation of annual master class schedules and course offerings and draws upon a wide variety of scheduling techniques. Recommends course additions/deletions in compliance with district curriculum guidelines.
6. Works with principal and faculty to develop and implement building-wide policies and philosophies; ensures that the philosophies are implemented uniformly throughout the building and across all grades and content areas.
7. Works with principal and faculty to develop and implement systematic diagnostic and achievement testing programs, state assessments, mid-term assessments and final assessments; ensures that the philosophies are implemented uniformly throughout the building and across all grades and content areas.
8. Works with principal and faculty to develop and implement programs for exceptional students including, but not limited to, special education, gifted education and alternative education; ensures that the philosophies are implemented uniformly throughout the building and across all grades and content areas.

9. Observes and evaluates faculty as assigned by principal in compliance with both Pennsylvania and District guidelines; promotes effective teaching strategies while insisting upon teacher excellence within the classroom in terms of lesson plan development, delivery, testing, homework, grading and use of media. Provides counseling and direction, coordinates peer assistance and personal improvement process, administers discipline and documents errant behavior, consistently and continuously with all professional teaching staff.
10. Monitors the work and behavior of non-professional staff with regards to building maintenance, cleanliness, and interaction with students and professional staff; provides counseling and direction in conjunction with and support of directors and supervisors of non-professional staff.
11. Ascertains the need for instructional and non-instructional staff within the assigned building, participates in both the pre-interview screening process and the actual interview process.
12. Maintains open and positive communications with parents and community regarding curriculum, extracurricular activities and events, athletic programs, performing arts, etc. Maintains a positive public relations program for the assigned building.
13. Monitors faculty attendance and submits in a timely fashion as assigned by the principal according to guidelines from the Business Office.
14. Monitors the student transportation process including arrivals, departures, schedules and special transportation circumstances.
15. Administers the student code of conduct; monitors student attendance (absences, tardiness, early dismissal, late arrivals, shortened school days), discipline (classroom, halls, restrooms, lunchrooms, buses, etc) and general behavior.
16. Assists with the development and presentation of the capital budgets to upgrade the building physical plant and classrooms in compliance with district guidelines and philosophies. Insures that classroom supplies are available for faculty to use.
17. Conducts routine building inspections for cleanliness, general housekeeping and building integrity. Completes work orders as needed and follows-up to insure work is complete.
18. Monitors cafeteria including cleanliness, student movement through the facility, lunchtime behavior, etc.
19. Attends conferences and remains current with trends in education and educational development programs on the national, state and local levels; conducts faculty meetings and establishes in-service programs to provide on-going training for faculty in current trends and processes. Responsible for professional development within the assigned building.
20. Plans and directs fire drills and other emergency preparedness drills and programs.
21. Meets assigned schedules and reports to work on times specified; remains for the scheduled period.
22. Performs other duties as directed by the Assistant Superintendent.

ESSENTIAL FUNCTIONS, BUILDING SPECIFIC

High School

1. Supervises all interscholastic sports activities through the Director of Athletics including coaching selection, student eligibility, philosophy, etc.
2. Supervises all commencement procedures and activities.
3. Supervises the student work/study program, transition program, FLEX program, community service program; reviews periodic reports from faculty members who supervise and interact with such programs.
4. Coordinates the selection and sale of class rings, yearbooks, etc.; coordinates proms, student activities, etc. and exercises final judgment on contracts for student activities.

Middle School

1. Supervises after school tutoring programs.
2. Works with the PTSG to facilitate student activities including dances, assemblies, and fundraisers.
3. Generates and supervises the procedures for writing and implementation of the Safe and Drug Free Schools and Drug Abuse Resistance Education (DARE) grants when made available by the state.
4. Completes building-wide reports including, but not limited to the School Safety report.
5. Supervises all transitional activities including eighth-grade recognition and sixth-grade student and parent orientation.
6. Supervises evening productions such as the middle school play and musical presentations.

Intermediate School

1. Coordinates new student and parent orientation programs.

Primary School

1. Coordinates new student and parent orientation programs.

ERGONOMICS:

1. Sitting: 20% of the workday
2. Standing: 30% of the workday
3. Walking – Flat Surfaces: 30% of the workday
4. Walking – Stairs: 10% of the workday
5. Bending: 5% of the workday
6. Lifting: 5% of the workday
 - 0 – 10 lbs: 75% of the time lifting is occurring.
 - 11 – 20 lbs: 25% of the time lifting is occurring.
 - 21 – 30 lbs: 0% of the time lifting is occurring.
 - 31 + lbs: 0% of the time lifting is occurring.

TERMS OF EMPLOYMENT: Two hundred sixty (260) day position. Available on campus during the hours students are in attendance (generally 7:00 a.m. to 4:00 p.m.) and evenings/nights as required. Salary is part of the Act 93 Compensation Program (Group I) with benefits as stated within the Act 93 program. Pre-employment Pennsylvania Criminal Record Check, Child Abuse Clearance, Mandated Reporter Certificate and FBI Fingerprint Clearance required; physical and TB test requirements as mandated by the Pennsylvania Public School Code of 1949 as amended.

EVALUATION: Evaluation will be completed by the Assistant Superintendent annually.

Last Revision: January 2021