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Effective:
Updated:

TITLE: **Assistant Principal – High School**

- QUALIFICATIONS:**
1. Holds a valid Vermont certificate for high school principal.
 2. Has at least five years of successful teaching experience.
 3. Has demonstrated ability as an instructional leader, as a teacher, or administrator.
 4. Has demonstrated ability in the areas of school discipline, instruction, curriculum development and staff development.
 5. Has demonstrated ability to communicate effectively with students, staff, parents, and community.
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To assist the principal in any way possible in promoting the education well-being of each student in the school.

Essential Functions:

1. Oversee attendance records and work closely with students, parents, teachers and Director of Pupil Personnel to insure regular attendance on the part of each student.
2. Assist the principal in all matters of discipline within the school.
3. Keep records of all disciplinary actions and be thorough, fair, and firm in maintaining proper student behavior.

4. Greet incoming new students throughout the year, schedule their classes, explain the school agenda, assign lockers, and generally orient them to the school.
5. Provide an orientation program each spring for those students who will be promoted from the middle school to the high school.
6. Assign lockers to students and see that lockers are operable.
7. Change locker combinations and keep a master list of locks and combinations.
8. Assist the principal in providing a complete daily schedule for each student.
9. Assist in supervising bus and automobile traffic on the school grounds.
10. Assist the principal in the supervision of the behavior and the instructional process of each classroom.
11. Assist the principal in the supervision of the behavior and the instructional process of each classroom.
12. Assist the principal in textbook distribution, in providing adequate textbooks, and in providing sufficient records to insure proper use of texts.
13. Assist the principal in supervising extra-curricular activities conducted at the school throughout the year and be responsible for the safety of the students and the security of the building at these events.
14. Arrange parent conferences pertinent to discipline, grades, etc., as deemed necessary.
15. Assist substitute teachers in orientation to their assigned duty and assist the substitute in the event of any difficulty.

16. Assist with the teacher assessment process.
17. Act on behalf of the principal in his/her absence.
18. Assist in the organization, scheduling, and supervision of summer custodial services.
19. Assist in the supervision of office clerical staff.
20. Assure the security of the school building and the equipment.
21. Perform other duties consistent with the position assigned as may be requested by the supervisor.

Mental Requirements;

Physical Requirements

Working Conditions:

TERMS OF EMPLOYMENT: Work schedule to be established. (See board approved scheduling)
Salary as established by the School Board.