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## PRINCIPAL - ASSISTANT

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**QUALIFICATIONS:**

1. A master's degree or higher, with a major in educational administration.
2. A valid state teaching license with a Building Leadership endorsement.
3. At least two years of successful experience as a classroom teacher.

**REPORTS TO:** Building Principal

**SUPERVISES:** All personnel serving in assigned school.

**JOB GOAL:** To make the school facility an attractive, pleasant, and productive place in which to work and learn.

**PERFORMANCE RESPONSIBILITIES:**

1. Regular attendance and punctuality are essential functions of the job.
2. Works with building principal to establish and maintain an effective learning climate in the school.
3. Works with building principal to program classes within established guidelines to meet student needs.
4. Works with building principal to supervise the guidance program to enhance individual student education and development.
5. Works with building principal to establish guidelines for proper student conduct and maintaining student discipline.
6. Works with building principal to supervise the school's teaching process and instructional programs.
7. Works with building principal to plan, organize, and direct implementation of all school activities.
8. Works with building principal to initiate, design, and implement programs to meet specific needs of the school and district.
9. Works with building principal to establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems and parent concerns.
10. Works with building principal to orient newly assigned staff members and assist in their development.
11. Works with building principal to implement and supervise the school's special education programs.
12. Assumes leadership in the direction of the school's athletic and extracurricular activities, if applicable.
13. Works with building principal to evaluate and counsel all staff members regarding their individual and group performance.
14. Works with building principal to prepare or supervise the preparation of reports, records, lists, and all other paper work required or appropriate to the school's administration.
15. Participates in principals' meetings, negotiation meetings, and such other meetings as are requested or appropriate.
16. Works with building principal to prepare and submit the school's budgetary requests, and monitors expenditures of activity funds.
17. Attends special events held to recognize student achievement, and such other meetings as are required or appropriate.
18. Works with building principal to maintain and control the various local funds generated by student activities.
19. Cooperates with college and university officials regarding teacher training and preparation.
20. Works with various members of the central administrative staff on program planning in all areas including staffing, transportation, special services, etc.
21. Works with building principal to conduct staff meetings to keep members informed of policy changes, new programs, and other items as deemed appropriate.
22. Works with building principal to keep the Superintendent informed of the school's activities and problems.
23. Keeps abreast of trends and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

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24. Any other duties assigned by the Superintendent or Building Principal.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of board policy *CGI Administrator Evaluation*.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**An Equal Employment/Educational Opportunity Agency**

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.