

High School Assistant Principal for Athletics & Activities

Purpose Statement

The job of High School Assistant Principal for Athletics & Activities is done for the purpose/s of providing direction and support to the instructional process with specific responsibility for administering all athletics and activities;
directing assigned school site programs and services (i.e. Smithville School District A+ school grants);
providing information and serving as a resource to others; supervising assigned staff; coordinating school activities; and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Principal

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, school districts, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Directs school activities (e.g. assisting with activity supervision, organization and schedules for school activities, etc.) for the purpose of providing a complete and accurate implementation of all scheduled school activities.
- Directs Athletic department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing all necessary services for athletics within established time frames and in compliance with all district and state requirements.
- Evaluates assigned personnel (e.g. coaches, athletic staff, etc.) for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates meetings and workshops (e.g. personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, booster club activities, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as District representative.
- Implements policies, procedures and/or processes for the District's A+ school grants (e.g. organization of and participation in local A+ schools grant advisory committee; compilation and maintenance of required data for A+ program, etc.) for the purpose of providing direction and/or compliance with mandated requirements for A+ schools grant program.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, school activity and athletic schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Prepares a wide variety of materials (e.g. athletic budget of expenditures and receipts, quantity reports, student activities processes, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums and other communication venues. (e.g. organizing and maintaining district website, athletic planning within district and with other districts, etc.) for the purpose of maintaining on- going community support for educational goals and/or assisting with issues related to school environment.
- Supports principal for the purpose of providing assistance with administrative functions as requested and required.

Other Functions

- Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; adhering to safety practices; analyzing budgets; analyzing data; applying assessment instruments; classifying data and/or information; comparing results; conducting interviews; conducting meetings; counseling and mentoring employees; critical observation; enforcing discipline policies; enforcing rules and regulations; estimating required resources; facilitating meetings; investigating problems; and planning agendas/meetings.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: laws and regulations related to education; accounting/bookkeeping principles; age appropriate activities; codes/laws/rules/regulations/policies; grammar, spelling and punctuation; health standards and hazards; knowledge of community resources; practices of personnel administration; and school safety and security practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions; adapting to changing work priorities; displaying mechanical aptitude; and working extended hours, especially nights and week-ends.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 50% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Administrators CredentialState Boards

Continuing Educ. / Training

Clearances

Maintains Certificates and/or Licenses
Continuing Education Requirements

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Exempt