

**Principal, Assistant – High School**  
*Marshall Public School District Job Description*

**Position Title:** Principal, Assistant - High School

**Department:** Administration

**Reports To:** Principal

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**SUMMARY:** Responsible for providing assistance to the Principal in the administration of the total school program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Serves as administrative head of the school in the absence of the principal.
- Administers a program on student attendance
- Administers a program of student discipline.
- Assists with staff evaluation.
- Manages building staff including class schedules and building problems
- Schedules staff supervision for a.m. and p.m. duties
- Assists scheduling special events during the school day.
- Assists with coordinating the development of the master teaching schedule.
- Provides general supervision to students.
- Oversees and supervises extra curricular activities.
- Arranges bus supervision before and after school in the circle drive

**SUPERVISORY RESPONSIBILITIES:** Supervises over 70 employees in the High School when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION AND EXPERIENCE:** Masters Degree in Administration Education, minimum five years teaching and/or administrative experience.

**CERTIFICATES. LICENSES. REGISTRATIONS:** Valid Teaching Certificate and Administrative Certification.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**TERMS OF EMPLOYMENT:** 47 week employee. Salary to be established by the Board of Education.

