

DeForest Area School District  
Administrative Regulation

<b>TITLE:</b> <b>HIGH SCHOOL ASSISTANT PRINCIPAL JOB DESCRIPTION</b>	<b>NUMBER: AR 3.3d(1h)</b>
<i>Executive Limitation: EL 3 – Treatment of Staff ( 3.3d - Job Descriptions)</i>	
<b>Recorded as Administrative Regulation:</b> <i>Established: 6/01/00                      Revisions:</i>	
<b>Origin as Board Of Education Policy:</b> <i>Established: n/a                              Revisions:</i>	

**Job Summary:** The Assistant Principal will assist the Principal in creating a positive, safe and orderly learning environment, and in managing resources in accordance with the District’s mission, goals and policies.

**Qualifications:**

**Required:**

- Valid Wisconsin Department of Public Instruction license or evidence of eligibility to be licensed as an Assistant Principal, Principal or as a District Administrator.
- Masters Degree in Educational Administration or its equivalent.
- Prior experience in providing leadership in an educational environment.
- Demonstrated ability to develop, implement, articulate and evaluate instructional strategies consistent with current knowledge and best practices.
- Demonstrated ability to apply computer technology in the performance of duties and responsibilities.

**Desired Knowledge, Skills, Abilities and Experience:**

- Current knowledge of school improvement planning and characteristics of effective school operations.
- Working knowledge of standards, benchmarks and assessments.
- Current knowledge of strategies for the implementation of technology in the delivery of instruction.
- Ability to effectively supervise and evaluate professional staff.
- Understanding and ability to facilitate the use of appropriate community resources in meeting the needs of students and families.
- Demonstrated ability to effectively supervise and evaluate the professional staff.
- Knowledge of the principles of site-based shared decision-making and demonstrated ability to facilitate a team atmosphere.
- Current knowledge of theory and practice in special education programming, including inclusion, discipline, IEP development and implementation, and IDEA Re-authorization.
- Knowledge in current research in organizational development in the educational setting and characteristics of effective leadership.
- Ability to plan, organize, and establish priorities for action in conjunction with others.
- Ability to make independent judgments and decisions.
- Ability to perform effectively in an atmosphere of multiple and conflicting demands.

## **Duties and Responsibilities:**

- Provides administrative leadership to the school according to policies of the Board of Education and established administrative procedures.
- Provides leadership to the school community in developing and focusing on a shared vision, mission, goals, and continuous school improvement planning consistent with the District vision and goals.
- Ensures the effective delivery of an instructional program that meets the needs of all students.
- Provides leadership to the faculty in the ongoing process of evaluating the effectiveness and directing the improvement of educational programming.
- Provides leadership to the creation and maintenance of a positive, safe, and orderly learning environment for all students, faculty, and staff.
- Makes principled decisions in a timely manner and appropriately involves others in the process.
- Effectively responds to and resolves issues that arise in and outside the school environment that effect the successful operation of the school and student programming.
- Models good human relations skills and interacts positively with all facets of the school community.
- Actively participates in a variety of meetings within the school, District, neighborhood, and community in a manner that effectively integrates the school into the fabric of the community.
- Communicates effectively with parents and involves them in all aspects of the school.
- Supports and promotes special activities in the building that contribute to a positive and comprehensive school experience for the school community.
- Works with Principal to provide leadership and coordination to staff development activities in the building, ensuring the alignment of these activities with building-based school improvement areas.
- Supervises and evaluates faculty and staff assigned to the building and effectively addresses all performance issues in a manner consistent with District policy and practice.
- Participates in interviews for hiring High School vacancies.
- Oversee School Performance, Membership and At-Risk Reporting
- Supervises attendance operations, records, Attendance Secretary and School Secretary/Receptionist.
- Coordinates Alternative School.
- Represents administration on STAT.
- Responsible for Student Handbook revision, printing and distribution.
- Oversees design and implementation of consequence systems: detentions, in-school suspensions, closed lunch, restricted study hall, etc.
- Chairs staff climate and discipline committee.
- Is lead disciplinarian for regular education students, except for code violations.
- Coordinates discipline work with police liaison officer.
- Supervises student body.
- Plans assembly programs.
- Coordinates student fund-raising activities and assists as dance and event supervisor.
- Represents administration for Allied Arts, English and Global Language.
- Performs other duties deemed appropriate and assigned by the Principal.