

# WAUNAKEE COMMUNITY SCHOOL DISTRICT

## HIGH SCHOOL ASSISTANT PRINCIPAL

### Job Description

#### **QUALIFICATIONS:**

1. Certification as required by the State of Wisconsin.
2. Any other qualifications the Board of Education may deem necessary or desirable.

**REPORTS TO:** School Principal and District Administrator

#### **GENERAL FUNCTIONS:**

The Assistant Principal, under the supervision of the principal and District Administrator, has the responsibility for the discipline, attendance and supervision of the school as assigned by the principal. The Assistant Principal will be expected to carry out the duties identified within this document and all other duties that may accrue or be assigned in a manner that will meet the standards established by the District Administrator and the Board.

#### **ESSENTIAL FUNCTIONS:**

##### A. Students

The Assistant principal will:

1. Work with students and teachers to maintain a positive learning environment.
2. Communicate and enforce building rules and regulations as they relate to the teacher and student handbooks.
3. Schedule proper supervision of students during the school day and during approved co-curricular activities.

##### B. Curriculum and Student Activities

The Assistant principal will:

1. Organize and schedule non-athletic student activities and calendar.
2. Assist the principal in the organizing and assigning of faculty to assure proper direction and supervision of student activities.
3. Provide leadership for the maintenance, assessment, and improvement of co-curricular activities.
4. Motivate and direct teacher participation in curricular and other co-curricular activities.
5. Encourage student participation and support of student activities.

6. Establish ways and means for parent involvement and participation in school programs and co-curricular activities.
7. Encourage parent participation in support groups and in voluntary service to the school.
8. Establish forums, student groups and advisory councils for sharing information and receiving advice.
9. Use community resources to strengthen the educational and co-curricular programs.

C. School Management

The Assistant principal will:

1. Carry out district policy by:
  - a. Interpreting and informing staff on district policy; and
  - b. Preparing and maintaining required information and reports.
2. Provide required reports and surveys to the building principal and District Administrator.
3. Recommend buildings and grounds improvements to the principal.

D. External Relations

The Assistant principal will:

1. Participate in personal inservice and professional growth by;
  - a. Participating in professional activities on local, state, and national levels; and
  - b. Accepting responsibility for furthering the educational profession and public education.
2. Serve as liaison to outside groups by:
  - a. Cooperating with community agencies and other school districts to assure increased student opportunities.

E. Personnel

The Assistant principal will:

1. Supervise and evaluate teachers as assigned by the principal.
2. Implement District procedures for evaluation of teachers.
3. Prepare written evaluation reports on teachers.
4. Participate in the interview process and make recommendations to the principal for teacher employment.
5. Provide leadership and direction for improved teaching practices by:
  - a. Participating in the orientation for new and veteran teachers.
  - b. Participating in the development of inservice activities for all staff; and

c. Participating in faculty meetings.

6. Participate in the selection and supervision of the attendance aide.

F. Human Relations

The Assistant principal will:

1. Develop/maintain clear rules, well-defined channels of communication, and expected relationships between administrators, students, parents/guardians, and faculty.
2. Establish and maintain constructive relationships with staff (superiors, peers, and subordinates), and lay members of the Waunakee Community School District.
3. Accept and manage conflict for beneficial changes.
4. Understand the organizational climate and his/her own role in group process.
5. Involve parents/guardians, teachers, and students in gathering information and communicating school policy, programs, and practices.
6. Cooperate with others in a team effort.

G. Leadership

The Assistant principal will:

1. Delegate responsibilities and authority to competent staff in the area of co-curricular assignments.
2. Assist in the development of systems for describing faculty responsibilities and appraising their performances in accordance with District policies.
3. Arrange a technique for obtaining feedback on his/her own performance from staff.
4. Provide input to the principal in the development of District and school philosophies, objectives, and methods.
5. Become aware of and anticipate changes in the community, educational fields, and in the school.
6. Communicate his/her own philosophies and plans.

H. Other Responsibilities

The Assistant principal will:

1. Serve as the principal in the absence of the building principal.
2. Perform all other duties as assigned by the principal or District Administrator.

I. High School Responsibilities – See Exhibit – Policy 244-Exhibit

Legal Ref.: Sections 118.24 Wis. Stats.  
121.02(1)(a)  
PI3, Wisconsin Administrative Code  
PI8.01(2)(a)+(q)

Adopted: 1/13/86

Revised: 4/22/91  
March 1994  
May 10 1999  
6/7/99  
October 2006

Waunakee Community School District