



# WAUNAKEE

## COMMUNITY SCHOOL DISTRICT

### Job Description

**Position Title:** Associate High School Principal

**Employee Group:** Administration

**Contract Length:** 238 days

**FLSA:** Exempt

**Supervisory Responsibilities:** Building Staff

**Reports to:** High School Principal

#### **Qualifications:**

1. Master's Degree
2. Valid Wisconsin DPI administrative license
3. Minimum of 3 years in the educational setting

#### **Position Summary:**

The Associate High School Principal provides support to the instructional process with specific responsibility for directing assigned programs and services at the High School; provides information and serves as a resource to others; supervising assigned staff; coordinating school activities; and addressing issues, situations, and problems that arise on campus or with enrolled students.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

#### A. Leadership

The Associate High School Principal will:

- Support the vision for the school that is articulated by the principal and aligned with the vision for the district.
- Collaborate with the principal to create and cultivate safe and positive school culture and climate for students and staff.
- Involve staff in shared decision-making under administrative leadership
- Work with the principal and staff to develop and support building level goals that reflect the educational objectives of the district.
- Collaborate with the principal to develop and disseminate systems that describe and define staff responsibilities and provide opportunities for staff to develop and use their leadership skills.

- Gather input and data from staff on his/her own performance.
- Partner with the principal to provide positive leadership for students and staff.

#### B. Human Relations

The Associate High School Principal will:

- Involve staff in fostering a safe and positive school climate.
- Collaborate to promote clear expectations, well-defined channels of communication and relationships between administrators, students, parents/guardians, and staff.
- Respond to inquiries from a variety of stakeholders for identifying relevant issues and recommending or implementing action plans.
- Involve parents/guardians, staff, and students in gathering and disseminating information related to school and district programs and policies.
- Develop and employ constructive problem-solving strategies with students, staff, supervisors and colleagues in the district.
- Contribute to the administrative team in a collaborative, cooperative and constructive manner to support the overall vision and goals of the district.
- Promote positive relationships with students, parents/guardians and staff.

#### C. Personnel

The Associate High School Principal will:

- Supervise and evaluate staff by implementing established district policies, procedures and protocols.
- Participate in the interviewing and recommendation process as requested by the principal.
- Provide leadership and direction for effective instructional practices and staff development.

#### D. Students

The Associate High School Principal will:

- Create and maintain a positive learning environment for students which includes attendance and behavior management.
- Participate in creating, implementing and communicating expectations, procedures, and practices.
- Supervise students in individual, small group, grade level and whole school settings both during the school day and at co-curricular events.
- Organize and schedule student activities.
- Collaborate with the principal in organizing and assigning staff to ensure proper direction and supervision of student activities during the school day and during approved co-curricular activities.
- Encourage and support student participation in school-sponsored activities.

- Provide leadership for the maintenance, assessment and improvement of co-curricular activities.
- Collaborate with staff and the principal to establish opportunities for parent/guardian and community involvement in school programs and activities.

#### E. School Management

The Associate High School Principal will:

- Implement district policy as it relates to students, parents/guardians and staff.
- Provide information or prepare required reports or forms to the building principal, directors and superintendent.
- Recommend facility improvements to the principal

#### F. Professional and External Relations

The Associate High School Principal will:

- Present to and/or represent the school in a variety of settings for maintaining ongoing community support for education goals and the district.
- Serve as advocate for learners and appropriate public education
- Participate in professional learning activities on a local, state and national level.
- Remain current in and promote research and practices related to elementary and early adolescent learners, education and instructional leadership.
- Develop relationships with community agencies and activities to support the school program.

#### G. Other Functions

The Associate High School Principal will:

- Serve as the principal in the absence of the building principal and perform all other duties as assigned.
- Follow district policies and promote a positive image of the District at all times.
- Properly handle confidential matters relating to students, student records, parents/guardians, and staff.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Knowledge, Skills, Abilities**

Excellent written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as IEP's, 504's, District reporting forms, procedure manuals, and governmental regulations.

Ability to effectively and persuasively present information and respond to questions from diverse groups of administrators, staff, and families.

Knowledge of instruction and assessment practices, child development, brain development and best practices in education

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good and effective relationships with others. Good human relations skills.

Knowledge of conflict resolution and crisis de-escalation techniques.

Ability to use job-related equipment using pertinent software applications.

Adapt to changing work priorities with interruptions.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, turning, lifting, carrying, and reaching. Ability to sit and stand for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close and far vision.

### **Work Environment**

This job is performed indoors and outdoors in public spaces and in a group office setting. The noise level in the work environment is low to moderate, but can be disrupting at times. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: 1/13/86

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March 1994  
May 10 1999  
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