



## High School Associate Principal

**FLSA Status:**

Exempt, Administrative

**Qualifications:**

Master's degree or higher in  
Educational Administration

**Certification and Licenses:**

Missouri Principal Certification

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Salary Schedule:**

TBD

**Experience:**

Minimum of three (3) years of successful  
teaching experience

**Reports to**

Building Principal and District level administrators

**Terms of Employment**

260 days, with benefits according to Board policy

**Purpose Statement**

Provides support to the instructional process with specific responsibility for directing assigned school programs and services at a high school; 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.

**Essential Job Functions**

- Assumes the role of principal if the principal is not in the building.
- Assists with a variety of administrative activities (e.g. interviewing, building and grounds inspections, curriculum development, scheduling, orientations, etc.) for the purpose of completing activities and responding to administrative support.
- Coordinates assigned projects and/or activities (e.g. class lists, duty schedules, roving subs, volunteers, safety drills, student recognition, student teachers, staff recognition, student activities, etc.) for the purpose of completing activities and/or directing services in a timely manner.
- Facilitates meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Assists with assignment & evaluation of teachers and classified staff in the building.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes (e.g. school improvement plan, student discipline program, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- 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 schedule, assigned personnel, etc.) for the purpose of enforcing school, district, and state policies and maintaining safety and efficiency of school operations.
- Participates in meetings, workshops, and seminars (e.g. IEP, PTA, professional learning community, etc.) for the purpose of conveying and/or gathering information required to perform functions.

- Prepares a wide variety of materials (e.g. correspondences, audits, newsletters, weekly bulletins, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information (e.g. test data, curriculum proposals, etc.) for the purpose of communicating information and gaining feedback.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Responds to a variety of inquiries for the purpose of resolving problems, providing information and/or direction.
- Serves as the principal in the absence of the regular principal for the purpose of maintaining continuity of daily activities and responding to inquiries.
- Supervises school personnel for the purpose of monitoring performance, providing for professional growth, and achieving overall objectives of the school's curriculum.
- Supervises students (e.g. halls, bus zones, etc.) for the purpose of providing administrative presence and ensuring a safe environment.
- Supports principal for the purpose of providing assistance with administrative functions
- Consistent and regular attendance is an essential function of this position.
- Ability to work to implement the vision, mission, and values of the district

### **Other Job Functions**

- Performs other duties assigned by building or district administration
- Works evenings or weekends as needed
- Submits reports as requested, and attends meetings/trainings as directed
- Demonstrates professionalism and appropriate judgement in behavior, speech, dress, and problem-solving
- Adheres to good safety practices, all district and board policies and procedures

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

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar/punctuation/spelling/vocabulary; and telephone etiquette.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

### **Physical Demands**

Regularly walking, hearing and speaking, some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Being able to communicate in noisy environments, have close moderate and distance vision ability, must have the ability to lift 70 lbs. To shoulder height occasionally. Generally the job requires 30% sitting, 50% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

### **Conditions and Environment**

Employee will be required to regularly work inside and outside, which may involve inclement weather including rain,

snow and temperatures below freezing or in excess of 100 degrees. The noise level could be occasionally loud.