

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: **HIGH SCHOOL ASSISTANT PRINCIPAL**

REPORTS TO: **Principal of Cony High School**

SUPERVISES: Faculty and staff of Cony High School as assigned by the High School Principal

JOB GOAL: To assist the High School Principal in managing and supervising the educational program at the school.

QUALIFICATIONS:

1. At least five years successful experience in teaching
2. Master's degree
3. Assistant Principal Certificate (045) Maine Department of Education

PERFORMANCE RESPONSIBILITIES:

1. Assist the Principal with general school needs as evidence in:
 - a. Distribution of faculty responsibilities during non-instructional time
 - b. General student management in the areas of discipline, attendance, records and reporting
 - c. Evaluation of non-teaching personnel
 - d. Evaluation of teaching personnel
2. Assist the Principal with all school-wide issues by attendance at meetings with department heads, faculty, and administrative groups meetings as assigned
3. Assumes the duties and authority of the Principal in his/her absence
4. Assist the Principal and Athletic Director by sharing in the monitoring of all school sponsored activities
5. Communicate both orally and in writing to parents and students as appropriate
6. Serve as a member of the District Administrative Team
7. Serve, as needed, as the administrative representative at the I.E.P. Team meetings and ADA 504 meetings
8. Assist in curriculum development, 7-12, as evidence in instructional practices, educational initiatives, and supervision

9. Assumes responsibility for own professional growth, for keeping current with literature, new research findings, and for attending appropriate professional meetings and conferences
10. Performs all other duties as assigned by the Principal or the Superintendent

TERMS OF EMPLOYMENT:

Per negotiated Augusta Administrative Association agreement

Evaluation: Performance for this position will be evaluated annually by the Cony High School Principal based on the role description and on goals established on a yearly basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: _____