HIGH SCHOOL ASSOCIATE PRINCIPAL DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district. Although administrators serve under the direction of the superintendent, duties of the high school associate principal may include, but not be limited to the following:

1. Act as principal during temporary absence of the principal.
2. Assist with educational leadership for staff in the areas of curriculum, instruction and assessments.
3. Assist in screening and selecting new staff members.
4. Meet with the building principal to evaluate and coordinate the work of the building faculty and staff.
5. Conduct certified and classified staff evaluations as assigned.
6. Participate in the training of new staff members in building policies and procedures.
7. Assist with the organization, supervision, and evaluation of the work of all non-teaching personnel in the building. Personnel include secretaries, educational aides, and custodians.
8. Assist in the supervision of the operational care of the building, grounds, and other school properties.
9. Monitor and report student attendance, meeting regularly with building personnel and keeping parents/students informed of student absences.
10. Supervise any or all of the following as assigned by the principal:
    ○ pupil accounting and record keeping;
    ○ extra-curricular activities;
    ○ be responsible for recommending and administering a program of student supervision for times when students are not assigned directly to a teacher;
    ○ all phases of the Guidance program.
11. Assist with the coordination and supervision of all student support services and programming.
12. Meet regularly with the principal to coordinate and plan school activities and policies.
13. Assist the principal with responsibilities that may be assigned such as:
    ○ Student activities;
    ○ Personnel evaluation;
    ○ Committee activities;
    ○ Class schedules;
    ○ Fire and tornado drills;
    ○ Locker assignments;
    ○ Assembly programs;
    ○ Bulletins and announcements;
    ○ Supervise summer school.
14. Keep an up-to-date inventory of teaching materials, supplies, and equipment.
15. Work cooperatively with the PTA, committee members, and other adult groups in the schools.
16. Be active in professional organizations relative to the position.
17. Maintain a high standard of ethics in all professional relationships.
18. Be present at Board meetings when requested by the Superintendent.
19. Perform such other duties as the principal shall assign.
20. Perform other duties as assigned by the Superintendent.

PLEASANT VALLEY COMMUNITY SCHOOL DISTRICT Board Policy
This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.