

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Assistant Principal A - High School

EXEMPT: Yes
SALARY LEVEL: Determined by Administrative Salary Schedule
LOCATION: Plymouth High School
REPORTS TO: High School Principal

PREPARED BY: Richard Tobias, Dan Tyree **DATE:** 5/10/05
APPROVED BY: Dr. John Hill **DATE:** 5/10/05

JOB GOALS: Assists in directing and coordinating educational, administrative, and counseling activities of the high school by performing the following duties.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Assists the principal in the evaluation of one-third certified staff, the attendance secretary and selected non-certified personnel to insure conformance to state and school board standards and policies
2. Coordinates educational programs through meetings with staff, review of teaching department's activities, and issuance of directives
3. Confers with teaching personnel, pupils, and parents on matters pertaining to educational, extra curricular and behavioral problems in school
4. Coordinates the School to Work Program
5. Coordinates student activities (keeps master calendar, files building rental forms, schedules field trip requests, files transportation requests, schedules convocations, and assigns seating in auditorium)
6. Oversees in technology functions of Plymouth High School
7. Supervises selected extra curricular and athletic events
8. Computes summer maintenance requests and forwards to Superintendent's office

SUPERVISORY RESPONSIBILITIES:

Assists with supervising 10 to 80 classroom teachers and support staff within the school organization. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and discipline employees; addressing complaints, resolving problems, and supervising extra curricular events.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience. Must hold a valid Indiana Secondary Administrator's License.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of teachers, parents, children and the general public.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen; pencil; pointer; slate; stylus; projector; public address system; tape recorder; blackboard; chalk; charts; diagrams; examinations; manuals; maps; publications; reference books; textbooks; computers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

215 days. Salary to be determined by the Administrative Salary Schedule.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of corporation policy and state law.

Revised 5/17/05