

ST. JAMES R-I SCHOOL DISTRICT CERTIFIED POSITION DESCRIPTION

Title: Assistant High School Principal / Athletic Director

Updated: 2/13/17

F.L.S.A. Exempt Professional

Qualifications:

1. Valid Missouri certificate in secondary school administration issued by the Department of Elementary and Secondary Education
2. A bachelor's or master's degree in physical education or sports management (preferred)
3. A minimum of two years teaching experience
4. Effective communication, team-building, and organizational skills

Reports To: High School Principal

Supervises: Teachers, Coaches, and Office Staff

Job Goal:

The assistant high school principal will assist the head principal with all management leadership responsibilities within the high school building. Major responsibilities include the educational programs, athletic programs, student development, and developing effective community relations.

Performance Objectives:

1. Participate in parent-teacher-student conferences as needed
2. Responsible for majority of student discipline; defer to high school principal and/or superintendent with suspensions over 10 days
3. Assist in maintaining the 504 Program that is in compliance with the Office of Civil Rights
4. Promote positive school and community relationships
5. Work directly with the Alternative School staff to ensure efficiency
6. Assists the principal in building scheduling, fostering communication between stakeholders, and implementing strategies to improve instruction
7. Assists the principal in faculty supervision and evaluation in accordance with district evaluation policy
8. Supervision at school events
9. Direct all athletic activities
10. Supervise the coordination of athletic events
11. Manage athletic department budgets
12. Participate in revenue development planning and fundraising for athletics
13. Serve as liaison for the Four-Rivers Conference and other athletic associations
14. Hires and fires coaches
15. Evaluates current and prospective coaches based on team goals, achievements and other parameters
16. Attend all meetings as directed by supervisor
17. Perform all other duties as assigned by supervisor and district office administration

Terms of Employment:

The superintendent makes employment recommendations in February of each year for the next fiscal year. The high school principal shall be employed on a 261 day basis. Employment will be secured through a written contract, which will state the terms of the appointment, compensation, benefits and other conditions of employment. The high school principal's contract shall be reviewed annually and may be extended at the discretion of the Board, not to exceed two (2) years.

Evaluation:

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certificated Personnel (P 4610).