

Job Description

Title: Assistant Principal/Activities Director

Reports To: Building Principal

Supervises: Assigned staff members

Evaluation: Building Principal

Job Summary:

Under direction, assist in the administration of a secondary school facility; plan, develop, organize, coordinate and supervise the student attendance, behavior management, counseling and guidance, site safety and security, and extra curricular activity programs; assist in the planning, development, and implementation of site, instructional, and operational goals and objectives, and in the evaluation of the effectiveness of educational programs and personnel performance; perform other related functions as directed.

Qualifications:

Valid Kansas Administrative licensure appropriate to specific level.

Performance Responsibilities:

1. Supervise the planning, organization, and conduct of a comprehensive student body activity/club program, including co-curricular activities, budget planning, fundraising, and expenditure control, scheduling of assemblies and field trips and programs, and student government functions and activities.
2. Schedules and maintains contracts with photography services (picture days, graduation, dances, athletic and activity organizations), graduation supplies, class ring services, disc jockey services and facility rentals for school dances.
3. Supervises organization sponsors in fundraising, and management of each organization's activities funds.
4. Fosters good school-community relations by keeping the community aware of and responsive to the activity program.
5. Review, evaluate, and enforce student attendance processes and procedures, and, as needed, recommend revisions to the process.
6. Supervises the reporting, monitoring, and enforcement of attendance policies (building and state).
7. Proposes schedules of extracurricular activities during the school year and also supervises the scheduling of such activities during the advisory/seminar period.
8. Maintains master schedule of facility use for all school and community events, coordinates that use with the building calendar and community calendar, and enforces district facility use policy.
9. Ensures that the student planner includes the customized calendar of school events.

10. Monitor and address student discipline, safety and welfare issues by holding meetings with students, parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and regulations.
11. Work with public safety and youth service agencies in resolving student management, attendance, and welfare problems.
12. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
13. Review, and evaluate instructional and non-instructional personnel performance.
14. Conduct informal observations of all faculty at all times during the year and school day.
15. Assist in the planning, development, organization, coordination, and supervision of instructional programs and activities including those that occur in advisory/seminar.
16. Advise, counsel and assist instructional, and support personnel in problem solving activities pertaining to student behavior management.
17. Assists in the development of all building procedures and policies.
18. Assists in working with department heads and faculty in compiling annual budget reports.
19. Assists in the enforcement of national, regional, state, conference, district, and building policies.
20. Supervise employees including assigning and directing work, interviewing and hiring, evaluating performance, disciplining, resolving problems.
21. Attend instructional development meetings, conferences, and trainings.
22. Attend, prepare for, and lead parent meetings and conferences to address student related issues.
23. Attend, organize, and assist in directing various in-building committee meetings including department chair meetings, staff meetings, activities and coaches meetings, academic issue meetings, academic collaborative team meetings, etc.
24. Attend and assist with administrative team meetings at building and district level.
25. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
26. Act as a motivational leader in activity program and educational leadership role.
27. Contracts for customized student planner and ensures that deadlines for production and delivery are met.
28. Assists in safety inspections and safety drill practice activities.
29. Assists in implementation of crisis plan if and when the unforeseen occurs.
30. Assists in planning, and implementing supervision of buildings, activities, and students.
31. Assists in the supervision of student activities and athletic activities before, during, after school and in evenings and on weekends.
32. Assists in the daily supervision of the cafeteria before school and during the lunch period.
33. Assists in supervision of custodians in the building to ensure continuous feedback on daily maintenance issues.
34. Perform needs assessments and other research and development functions and activities—including the drug/alcohol/tobacco risk surveys, graduate follow up surveys, staff proficiency surveys, etc.

35. Plan, schedule, and coordinate implementation of inservice trainings.
36. Assist in development and implementation of professional growth activities and the means to document individual professional goals and growth.
37. Work with district and building leadership to organize, design, implement and evaluate New Teacher Induction and Mentor programs that focus upon state standards for educators and teacher performance.
38. Demonstrates effective human relations and communications skills.
39. Complies with KSHSAA rules, regulations, policies and procedures.
40. Other duties as assigned.

Physical Requirements/Environmental Conditions:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.