



JOB DESCRIPTION

Job Title	Assistant Principal/Athletic Director
Department	High Schools
Reports To	Building Principal
Classification	Administration
Location	
Salary	On schedule
Length of Contract	260 days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Assistant School Principal administers the high school according to District and School Board Policies and assumes major responsibility for leading and managing a wide variety of administrative tasks related to the students, staff, parents, and/or community members associated with the high school. The Assistant Principal participates in a cooperative effort with other principals, administrators, and coordinators in developing a program of continuity for the entire school system. The Assistant Principal also acts as the Athletic Director and works closely with all building athletic programs as well as the WIAA and athletic conferences.

Essential Job Functions

- Coordinates among schools, departments within school, and provides consultation in Teaching and Learning Department.
- Works closely with the Executive Director of Teaching and Learning in improving articulation of the educational program with elementary and middle schools.
- Assists in planning and facilitating professional learning.
- Assists in the formulation of the operating budget and makes decisions in the dispersal of budgetary funds. Assists department leaders in preparing the department budget.
- Approves all purchase requisitions and ensures effective execution of school budget.
- Supervises and evaluates the performance of teachers, department chairs, and other personnel.
- Works with department leaders in evaluating and improving the instructional program.
- Requires annual reports from the department chairs with set forth short-term and long-range plans for their respective areas.
- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Assists the principal in the supervision of extra-curricular school activities and activity funds.
- Collaborates with the leadership team and administration to develop school improvement plans and to facilitate professional learning.
- Assists the principal in administrative tasks; including student attendance monitoring.
- Assumes the responsibility of the principal in the absence of the principal.
- Acts as the athletic director and works closely with the WIAA and athletic conferences.
- Coordinates facility use schedule related to athletics and activities.

- Maintains up-to-date school activity calendar.
- Assists with the assignment of game officials.
- Assists with assignment of all staff to extra-curricular and co-curricular activities and evening event supervision.
- Supervises summer athletic programs.
- Coordinates and plans field trips and other out of building exercises.
- Serves as a liaison between community resource people and the school.
- Arranges for school visits, conferences, and convention attendance.
- Supervises general student control.
- Supervises regular school transportation.
- Supervises, assigns, and directs all student workers.
- Maintains active involvement with parent advisory committees.
- Conducts and attends meetings.
- Holds conferences with teachers and other staff members.
- Stays current in professional growth through professional readings, seminars, workshops, and conventions.

Ancillary Job Functions

- Acts as a department leader in departments not large enough to function efficiently.
- Stays current in the field through professional reading, seminars, workshops, and conventions.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master’s degree in Educational Administration or related field.
- Wisconsin Administrative Certification: Principal Licensure (#51).
- Minimum of three years of successful PK-12 educational experience.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous administrative experience.
- Bilingual/bicultural skills.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Ability to learn and adapt quickly to changing situations.
- Ability to maintain confidentiality in all tasks.
- Ability to work independently with minimal supervision.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to effectively plan, organize and manage time.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.

- Knowledge of current educational research, components of elementary/secondary programming, and best practices for instruction.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Ability to work effectively with students and student groups, staff, families, and the community.
- Ability to travel to multiple District and community sites in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General school/office conditions and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Frequently required to talk and listen.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.