

Administrative Posting

Assistant Principal at Watkins Memorial High School

If you are appropriately licensed and interested in becoming the assistant principal at Watkins Memorial High School beginning in the 2023/2024 school year please send your resume and letter of intent to the Southwest Licking Personnel Department at pdavis@laca.org by the end of the business day on June 7, 2023.

May 30, 2023

Reports to: Principal

Job Objective: Serves as an assistant to the building principal.

Minimum Qualifications:

- Holds/maintains required state department of education credentials. Educational administration, curriculum and instruction skills verified by training and/or work experience.
- Ohio Teacher Evaluation System (OTES) credentialed evaluator status is required.
- Ability to analyze and present complex information in easy-to-understand formats.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective supervisory, communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Nonviolent Crisis Intervention (CPI) or similar training may be required for some assignments.

Essential Functions:

1. Professionally manages school programs. Actively supervises assigned staff. Establishes appropriate levels of employee autonomy and accountability.

- Helps direct the development, delivery and advancement of assigned programs (e.g., academic, guidance, pupil services, supplemental student activities, etc.). Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.
- Addresses issues that arise during the absence of the principal.
- Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
- Serves as an adviser to the principal and active member of the management team.
- Facilitates building compliance with all pertinent local, state and federal laws.
- Oversees the collection of accurate program data and the timely processing of paperwork.
- Helps recruit highly-qualified building staff. Assists with building staff orientation programs.
- Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
- Helps develop a master schedule (e.g., staffing, courses, support services, student activities, etc.).
- Assists with the revision/distribution of student-parent and teacher handbooks.
- Facilitates collaborative planning of building (staff) meetings. Directs special projects committees.
- Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
- Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
- Plans for equipment replacement using district performance goals and applicable safety standards.
- Works with the building principal to align budget recommendations with district goals.
- Helps with enrollment/withdrawal procedures and the management of student files.
- Works with staff to develop high quality standards-based curriculum guides and courses of study.
- Helps administer state-mandated testing programs. Maintains test security. Analyzes test results.
- Collaboratively resolves problems that impede student learning. Helps staff identify teaching techniques, interventions and aligned resources best suited for each student.
- Advocates for students. Facilitates full access to inclusive educational opportunities.
- Assists staff with pupil management issues. Participates in student planning meetings as needed.
- Provides administrative direction to ensure orderly building activities (e.g., arrivals/departures, vehicle parking, use of interior/exterior common areas, etc.).
- Attends and/or helps supervise approved evening events as directed.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.

- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school safety/emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Southwest Licking Local School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements. © 2016 All Rights Reserved. Whittle Consulting Group, LTD.