

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ASSOCIATE PRINCIPAL	File 107
Reports to:	Principal	
Job Objectives:	Helps the principal manage the school program. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students, and staff. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio administrative license or certificate appropriate for the assignment.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Helps administer assigned academic, guidance, and student service programs.· Participates as an active member of the district's management team.· Upholds board policies and follows administrative procedures.· Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.· Helps develop and implement the district's continuous improvement plan. Develops a strategy to accomplish personal performance objectives within specified time lines.· Provides staff leadership. Helps develop action plans and resolve problems. Maintains open and effective communications with staff and the community.· Addresses administrative issues that arise during the absence of the principal.· Helps develop the master schedule as directed. Ensures the equitable distribution of workloads and extra assignments.· Helps obtain substitutes or provides classroom coverage during teacher absences.· Supervises and evaluates school events and extracurricular activities as directed.· Upholds applicable Ohio Revised Codes. Helps administer policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc. Assists with enrollment and withdrawal procedures.· Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.· Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.· Assists with proficiency and alternative testing programs. Helps analyzes test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.· Encourages staff to develop and disseminate innovative program materials.· Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.· Supports a full range of educational options. Complies with state model policies and procedures for the education of students identified as having a disability.· Participates in parent conferences and IEP meetings as requested.	

- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Ensures that services are provided in the least restrictive educational environment.
- Maintains high standards and upholds the student conduct code. Helps teachers with discipline and pupil management issues. Prepares student conduct reports.
- Helps revise student/parent and teacher handbooks.
- Upholds procedures that protect school property and help ensure the health and well being of students, staff, and visitors.
- Helps supervise student activities as directed (e.g., arrivals/departures, parking lots, lunch periods, hall duty, extracurricular programs, etc.).
- Upholds procedures to ensure that all medicines are stored and dispensed safely.
- Helps keep emergency preparedness plans up-to-date (e.g., fire drills, tornado drills, safety procedures, etc.). Responds to building emergencies as requested.
- Maintains effective relationships with community services (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
- Participates in staff selection and orientation processes.
- Expresses high expectations and monitors staff performance (e.g., observations, review of lesson plans, individual conferences, staff meetings, etc.). Promotes opportunities for staff to develop new skills.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Prepares and maintains accurate records. Submits reports on time. Maintains district records for the maximum period mandated by law and/or board policy.
- Helps manage the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.

- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.