

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: JUNIOR HIGH ASSISTANT PRINCIPAL **File 109**

Reports to: Junior High School Principal

Job Objectives: Helps the principal manage the school program. Administers the student conduct code and monitors compulsory attendance requirements. Promotes an effective learning environment. Promotes close working relationships with parents, students, and staff. Keeps the principal informed about emerging issues. Administers the interscholastic athletic program and student organizations.

Minimum Qualifications:

- 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.
- Training in behavioral management techniques.
- Completion of all pupil activity supervisor validation requirements.
- Knowledgeable about interscholastic athletic program regulations.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: 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.

- Helps administer assigned academic, guidance, and student service programs.
- Participates as an active member of the district's management team.
- 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.

- Upholds the district's student conduct code. Monitors attendance and employment laws. Develops and/or updates administrative procedures to comply with legal mandates. Helps update and distribute student/parent and teacher handbooks.
- 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.
- Investigates student attendance and conduct concerns. Helps parents and students understand attendance and behavioral requirements. Prepares a warning letter outlining the consequences of continued truancy and/or misconduct.
- Counsels students to acknowledge and manage responsible personal conduct. Helps resolve problems that impede student learning and/or participation in school activities.
- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Ensures that services are provided in the least restrictive educational environment.
- Implements procedures that protect school property and help ensure the health and well being of students, staff, and visitors.
- 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.).
- Verifies legal residences. Documents places of employment.
- Reviews and interprets custody rulings. Assists the treasurer with billing and collection of tuition based on custody assignment.
- Investigates hardship, neglect, and suspected child abuse cases. Initiates referrals to community resources (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.). Serves as the primary contact for county authorities.
- Supports a full range of educational options. Works with intervention assistance teams (IAT). Participates in parent conferences and IEP meetings as requested.
- Helps supervise student activities as directed (e.g., arrivals/departures, parking lots, lunch periods, hall duty, extracurricular programs, 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 supervise the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- 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.
- Encourages parent organizations. Supports and participates in school and student activities as time permits.
- 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.
- Directs the effective delivery and continuous improvement of the district's interscholastic athletic program.
- Upholds Title IX regulations.
- Administers the board-approved budget. Consults with coaches to evaluate program needs. Approves the purchase of athletic program supplies. Ensures the equitable apportionment of program resources.
- Formulates short- and long-range athletic program and facility plans.
- Develops and distributes an athletic program calendar. Coordinates athletic activities to prevent conflicts and ensure the efficient use of district facilities.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Represents the district at athletic league meetings as directed.
- Prepares game programs and brochures for the principal's approval.
- Publicizes interscholastic sports events. Provides accurate and timely information about athletic activities. Responds to requests for information.
- Develops and carries out a ticket sales policy. Oversees pre-game ticket sales.
- Prepares game reports and attendance records. Ensures that receipt and expense records are suitable for audits. Prepares and makes bank deposits.
- Secures game officials except those contracted by the league commissioner.
- Secures personnel for home games (e.g., security, timers, score keepers, announcers, field staff, ticket sellers/takers, etc.).
- Processes time sheets for game officials and athletic workers.
- Review procedures and schedules with staff before the start of the season.
- Participates in coaching staff selection and orientation processes. Verifies that all coaches have completed training requirements and are properly qualified.
- Monitors staff performance. Offers guidance to enhance skills. Promotes the development of staff leadership.
- Encourages student involvement in program activities. Verifies scholastic eligibility. Helps maintain medical records.
- Oversees the optional student insurance program when offered. Ensures that a waiver is on file for each athlete who declines coverage.
- Updates and oversees the distribution of athletic program handbooks.
- Maintains high standards and upholds the student conduct code.
- Helps coaches deal with discipline issues. Prepares student conduct and discipline recommendations for the principal's consideration.
- Verifies that participants have fulfilled all requirements for letters, awards, and/or certificates.
- Organizes and participates in athletic recognition programs.
- Arranges for the preparation of athletic fields and practice areas.
- Oversees the proper care and storage of athletic equipment.
- Administers the community use of the district's athletic facilities.
- Arranges transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Works closely with the athletic boosters association.
- 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 bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- 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.
- Potential for exposure to adverse weather conditions and 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.