



PURPOSE:

- To assist the principal in all phases of operations.

REPORTS TO:

- Principal

QUALIFICATIONS:

- Valid Teacher Certification
- Basic Administrative Certification
- Three years successful teaching experience.
- Passes required criminal background check.
- Demonstrated experience in curriculum coordination and development.

ESSENTIAL FUNCTIONS:

- Duties as assigned by administrator

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Must work in an atmosphere that may be stressful with frequent interruptions.
- Requires some travel.
- Occasional stooping, bending and reaching.

GENERAL RESPONSIBILITIES

- Serve as principal in the absence of the principal as the principal designates.
- Provide guidance and counseling to students, parents, and teachers on problems relating to student behavior.
- Work with student disciplinary problems and maintain accurate records of disciplinary actions.
- Supervise the preparation of students' schedules.
- Assist in making the master schedule.
- Assist in making teacher assignments.
- Maintain contact with parents on any problems, negative and positive.
- Oversee the preparation and distribution of student handbook.
- Aid the principal in working with curriculum.
- Assist the principal in carrying out administrative responsibilities.
- Assist and make recommendations regarding decisions related to hiring, transfers, suspensions, layoffs, recalls, promotion, discharges, assignments, rewards, and discipline of employees.
- Establish and maintain harmonious relationships with students, fellow employees, and the general public.
- Develops and maintains positive, appropriate professional relationships with students and recognizes necessary boundaries in interacting with students.
- Achieves professional growth as directed by the district, through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Responds in a cooperative and positive manner to supervision and direction.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Achieves and maintains satisfactory levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Good communication, organization and computer skills. Strong work ethic.
- Support the philosophy and mission of School District 9.
- Performs job related tasks as designated by supervisor.

RATE OF PAY: As per administrator salary schedule