

LAMPETER-STRASBURG HIGH SCHOOL
Lampeter, Pennsylvania 17537

POSITION PROFILE – HIGH SCHOOL ASSISTANT PRINCIPALS

AUTHORITY

Be responsible to the High School Principal for the successful completion of assigned duties and responsibilities.

DUTIES AND RESPONSIBILITIES

Assist the building principal in providing instructional leadership.

Assist the building principal in promoting the continuing professional growth of secondary personnel through:

- a. Observing in the classrooms.
- b. Teaching demonstration lessons.
- c. Encouraging staff participation at conferences and seminars.
- d. Developing inservice programs.
- e. Providing assistance to teachers in developing professional development plans.

Participate in the selection and induction of new instructional and non-instructional staff members.

Assist in the supervision of all instructional and non-instructional staff members.

Assist in the orientation of all new building personnel.

Assist in planning and conducting faculty meetings, advising grade level meetings, and serving as a resource person for special teacher groups.

Assist in the recommendation of head teachers for appointment.

Supervise the proper implementation of instructional programming and delivery methods in the high school.

Be involved in researching new instructional techniques and methods and evaluating ones presently being used.

Monitor student behavior and administer student discipline in the high school.

Assist in the maintenance, proper care, and use of all school records.

Attend and participate in IEP, MDE, GIEP and Manifestation Determination meetings, as directed by the building principal.

Assist in the interpretation of school programs to the community while striving for good public relations.

Attend all School Board meetings and other meetings, as directed by the Superintendent.

Be responsible for the administration of all School Board policies relating to the high school.

Supervise, direct, and/or attend a variety of student activities during the day and in the evening.

Develop and maintain positive student, staff, parent, and community relations.

Assist in the preparation and maintenance of district, county, state, and federally-mandated records and reports.

Assume the role of the building principal in his/her absence.

Prepare Board of Review materials and attend all Board of Review meetings.

Attend all Student Assistance Program (SAP) meetings.

Confer with parents on all matters related to their child's performance in the high school.

Follow state regulations for discipline and attendance.

Discharge all other duties properly assigned by the High School Principal.

Additional duties specific to the position of Assistant Principal A are the following:

- a. Be responsible for the development and communication of safety procedures and to maintain safe conditions within the high school.
- b. Assist in the assignment of faculty and staff to meet building and division objectives.
- c. Monitor the Cyber School Program as it pertains to excluded students.
- d. Update the Teacher Handbook annually.
- e. Update the Student Handbook.

Additional duties specific to the position of Assistant Principal B are the following:

- a. Contact and orient substitute teachers.
- b. Assist in the approval of decisions regarding field trips.
- c. Prepare correspondence, bulletins, and newsletters as assigned by the building principal.
- d. Monitor and manage the high school AESOP program.
- e. Complete all discipline attendance yearly reports.

Approved by Board of School Directors 11/01/10