

Paris Cooperative High School

JOB DESCRIPTION

Position Title: Assistant Principal

Department: Administration

Reports to: Principal

FLSA Class: Exempt

Effective Date: 09/01/2023

SUMMARY

Assists the Principal in the planning, operation, and evaluation of the educational program while assuming administrative responsibilities in accordance with the rules and regulations of the Board of Education.

DUTIES

1. Assists the principal in the overall administration of the school.
2. Serves as principal in the absence of the principal.
3. Evaluates teachers on regular basis in accordance with negotiated contract, school policy, and state law.
4. Utilizes law enforcement agencies when the safety and welfare of students and teachers are threatened.
5. Works with School Resource Officer on criminal investigations involving students and supervises DCFS interviews involving students.
6. Submits recommendations concerning appointing and assigning of all personnel in order to promote retention.
7. Establishes and maintains an effective learning environment.
8. Works with principal and staff annually on School Improvement Plan.
9. Assists with orientation sessions for all newly employed teachers.
10. Establishes guidelines for student conduct and maintain student discipline in accordance with the policies of the Board of Education
11. Reduces and manages risk exposure to the school.
12. Monitors security cameras on a regular basis.
13. Informs the principal of school problems, activities, and suspensions.
14. Refers students to alternative education programs outside of school when needed.
15. Aids with supervision in Alternative Education Room.
16. Maintains discipline records and run reports as needed.
17. Oversees and manages the online classroom (APEX)
18. Works with staff to manage and assist with students taking independent study projects.
19. Supervises students in the lunchroom daily.
20. Monitors the student parking lot.
21. Organizes and conducts all required safety drills.
22. Coordinates random drug testing.
23. Coordinates annual locker search with law enforcement and canine units.
24. Updates all handbooks annually including student and faculty.
25. Updates emergency and crisis plan of the school in conjunction with principal and first responders.
26. Assists with after-school student activity supervision as needed.
27. Completes end of year reports in IWAS.
28. Programs events for display on the outside marquis.
29. Programs school activities for display on digital signage throughout the building.
30. Assumes responsibility for other duties that are necessary for the successful operation of the athletic program as requested by the principal.
31. Participates in the school and district-based staff development programs.
32. Assists in maintaining discipline throughout the school and addressing special issues as necessary.
33. Facilitates communication between school staff, students, parents and the community.

34. Participates in district level meetings, programs and staff development planning activities.
35. Enforces student handbook and assign consequences for handbook infractions.
36. Supervises and completes scheduling of all teaching assistants.
37. Supervises extracurricular events as assigned by principal.
38. Attends IEP meeting assigned by case managers.
39. Prepares data/reports for other district personnel.
40. Performs other such duties and assume other such responsibilities as the principal assigns.

QUALIFICATIONS

1. Minimum of a M.S. in school administration with a valid Professional Educator License (PEL) with the Principal Endorsement.
2. Three yrs. previous experience in an educational setting, preferably in a teaching role.
3. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
4. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents and staff)..
5. Strong organizational, time management and conflict resolution skills are necessary.

SCHEDULING

Regular working hours are 7:45 a.m. to 4:15 p.m. Monday through Friday. Schedule may vary based on school district needs.