

LINCOLN COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: Assistant Principal/Athletic Director
JOB TYPE: Administrator
REPORTS TO: Building Administrator

PREPARED BY: LCSD Human Resources
PREPARED DATE: April 3, 2015

PURPOSE: The primary purpose of this position is to provide for and demonstrate instructional leadership and a commitment to professional growth; to foster a safe, supportive school culture of high expectations for all students; to maintain interest in and commitment to students, employees and patrons; to direct and supervise assigned curricular and co-curricular activities, including student athletic programs; to supervise student conduct, staff performance and fiscal management; and to meet the district and school stated objectives, procedures, and priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following are examples of duties. However, any one position may not cover all duties listed; examples may not cover all duties an employee is expected to perform; and other duties may be assigned.

- Plans, organizes, coordinates, and participates in programs and activities related to a comprehensive high school, in conjunction with the school principal.
- Enforces applicable building, district, state, and federal policies, rules, regulations, and laws.
- Administers building and district discipline policies; confers with students, staff, parents and community agencies; responds to and resolves student, parent and staff complaints and concerns; suspends or recommends expulsion of students as appropriate; attends expulsion hearings as needed.
- Provide supervision at extracurricular and athletic events.
- Coordinate student athletic activities, including sports eligibility clearance, scheduling, equipment management, grade checks including LCAA and OSAA eligibility, financial management, and related meeting attendance.
- Provides direction to a variety of staff and student programs and services.
- Provides instructional leadership for the academic and personal growth and development of students by focusing the school's human and financial resources on research-based approaches to learning and social development.
- Provides quality and objective supervision and evaluation of designated licensed and classified staff.
- Establishes, coordinates and maintains communication with community and parent groups, as directed.
- Attends a variety of meetings and events to supervise and to represent the high school.
- Analyzes and interprets test data to evaluate the effectiveness of instructional programs and testing processes.
- Supervises the preparation and maintenance of a variety of records and reports regarding student attendance, discipline, test scores, cumulative records and academic achievement.
- Assigns duties to staff as appropriate to meet school objectives.
- Assists with recruiting, interviewing and selecting new staff.
- Contributes to budget development and expenditure controls, and assures economical use of resources.
- Contributes to a positive educational climate in the school and community by involving others in the decision-making processes, by regular communication with the public, and by focusing all groups on the mission of the school.
- Contributes to a safe and orderly educational environment by developing schedules supportive of quality instructional time, by applying consistent standards for student behavior at

school and school events, and by leading staff efforts to develop greater facility in assisting students to become more responsible for their own behavior.

- Contributes to improved student achievement by carefully examining all assessment data and using that information to formulate plans for improvement.
- Maintains high standards of commitment to professional growth by involvement in professional organizations, by appropriate application of conference information, and by reading widely in the literature about education.
- Assists with the transportation needs of students, supervision of students on the way to and from the bus, and supervision of loading and unloading of buses.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students and the public in the Lincoln County School District.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students, and the public; work collaboratively as a team member.
- Carry out work responsibilities effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff and parents.
- Support the Mission to “Develop Passionate Learners and Responsible Citizens” in role as a district employee.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.
- Attend work regularly.
- Perform other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty and responsibility as listed above satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Education and/or Experience:* Bachelor’s degree and prior job-related experience. Ability to motivate students and staff, communicate with individuals from varied educational and cultural backgrounds, direct personnel, and evaluate performance. Knowledge of age-appropriate teaching methods, state curriculum framework, education laws and regulations, and appropriate instructional subjects.
- *Language Skills:* Ability to write routine reports and business correspondence. Ability to read technical procedures and government regulations. Ability to speak effectively and effectively present information in one-on-one and small group situations to other district employees, patrons, administration and school board members.
- *Mathematical Skills:* Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- *Reasoning Ability:* Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- *Computer Skills:* Proficient with email, word processing software, internet software, and database software.

- *Certificates, Licenses, Registrations:* Must have Oregon Administrative License; pass criminal justice fingerprint clearance; valid driver's license; CPR and First Aid certificates; bloodborne pathogen training; other certificates as determined by the district.
- *Interpersonal Skills:* Works well with others. Focuses on solving conflict. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others' ideas. Contributes to building a positive team spirit.

PHYSICAL DEMANDS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to talk, hear and listen in conversations and meetings.
- Frequently required to walk and stand for prolonged periods, kneel and/or crouch.
- Occasionally required to sit, stoop and/or crawl.
- Required to use fingers, hands and arms for fine manipulation and to handle, feel and reach.
- Must regularly lift and/or move objects weighing up to 25 pounds.
- Required vision abilities include close vision, distance vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision are required.
- This position involves working in close proximity to groups of children and adults.
- The noise level is usually moderate to high.
- Possible exposure to bodily fluids due to student injury or illness.
- Possible exposure to bodily harm due to student behaviors.
- Possible exposure to a variety of chemicals contained in instructional supplies and materials.
- Evening and/or extended work hours may be required.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Lincoln County School District may add to, modify or delete any aspect of this job description, or the job itself, at any time it deems advisable.

EMPLOYEE STATEMENT: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the district prior to beginning work.

I have read and understand this job description.

Printed Name: _____

Signature: _____ Date: _____