

**IMMEDIATE POSTING**

**JULY 20, 2020**

**WOODLAND HILLS SCHOOL DISTRICT**

**POSITION TITLE:** Assistant Principal, Secondary

**BUILDING:** High School

**REPORTS TO:** Building Principal

**PURPOSES OF POSITION**

Assist in planning, supervising, administering and implementing an effective educational program for the middle level or high school pupils assigned to such schools in the district.

**QUALIFICATIONS**

Master's degree in education and secondary principal's certification (Department of Education)

**ESSENTIAL JOB FUNCTIONS**

**I. Regular Accountabilities**

1. Assist in the supervision and administration of the educational program for the student; assist in the development, implementation, distribution and orientation of the student handbook to ensure all students are aware of policies and procedures of the building and of the district.
2. Assist with staff improvements through classroom observations, lesson plans, staff conferences and inservice programs.
3. Serve in the capacity of principal when the principal is out of the building.
4. Participate in staffing, IEP conferences and other scheduled meetings when appropriate
5. Administer and direct school activities when assigned
6. Implement the attendance policies and procedures
7. Assist principal in the resolution of discipline problems, maintain records of actions taken to ensure discipline policy is administered in a fair and just manner.
8. Perform such tasks as may from time to time be assigned.

**II. Periodic Accountabilities**

1. Interact with the public through attendance at PTA/PTO, advisory meetings, open house, parent conferences, athletic events, school plays and concerts
2. Assist the principal in the supervision, maintenance and operation of the physical facility to ensure a safe, comfortable and appropriate educational environment.
3. Meet with district, Juvenile Court, Child Welfare and other community services to assist "at risk" students.
4. Assist in developing the master schedule to assure full utilization of staff strengths and to meet specific student needs.

5. Responsible for observations for each professional and temporary professional staff member.
6. Assist the staff improvement process by assisting in curriculum development and by providing leadership and consultations to staff and community committees.
7. Represent the building administration at community activities, public service organization and other professional meetings.
8. Serves as member of the building administration team and participate as a member of the district's administration team.
9. Assert in dissemination of information in regard to school and district programs, policies, procedures and assessment information.

### **CRITICAL SKILLS/EXPERTISE**

1. Demonstrates organizational and planning skills
2. Is proficient in oral and written communication skills
3. Displays ability to guide, direct and evaluate others
4. Possesses knowledge and understanding of information necessary to perform the position
5. Is tactful in dealing with others and demonstrates the ability to relate to and interact with others.
6. Create an environment that guides and directs the acquisition of new knowledge and best practices.
7. Apply the research pertaining to high quality instruction, best practices and effective teaching.
8. Thorough understanding of standards and accountability.

### **NON ESSENTIAL JOB FUNCTIONS**

1. Attend student activities held outside of school time
2. Encourage student involvement
3. Attend PTO meetings and functions

### **TERMS OF EMPLOYMENT**

To be determined (maybe 10 or 12 month position)

### **EVALUATION**

Administrative Supervisory Appraisal Compensation Program and Administrative Fringe Benefits

*Candidates interested in being considered for the above position should submit a Standard Application, letter of interest, resume, transcripts and certification, Praxis scores, PA State Police Criminal, Child Abuse History and FBI clearances, and three letters of reference, on or before 3:00pm, July 27, 2020, to the Woodland Hills School District Personnel Department, Administrative Office, 531 Jones Avenue, North Braddock, PA., 15104.*