

MONITEAU SCHOOL DISTRICT

1810 West Sunbury Road, West Sunbury, PA 16061 Phone: (724) 637-2117 Fax: (724) 637-3862
www.moniteau.org

Position: High School Assistant Principal

Qualifications:

- Five (5) years teaching experience required
- Bachelor's degree required, Master's degree preferred
- Pennsylvania K-12 Principal Certification required
- Must possess a valid PA driver's license

Reports to:

- Superintendent of Schools

Job Duties:

- Demonstrate leadership abilities.
- Coordinate the student activity programs in conjunction with the Director of Athletics and Activities, including assemblies and extracurriculars.
- Be responsible for the maintenance of the Secondary School Student Handbook and its distribution.
- Supervise pupil safety regulations.
- Arrange parental conferences as needed.
- Be responsible for the coordination and administration of discipline policies
- Enforce discipline and safety policies while serving as the School Disciplinarian.
- Supervise student attendance and assure state forms are submitted in a timely manner for the secondary division.
- Attend all truancy court hearings for the secondary level.
- Assist in planning teachers' and students' schedules.
- Assist in the supervision of the educational programs.
- Assist in the supervision of department meetings.
- Assist in curriculum implementation, planning and revision.
- Assist in the evaluation and selection of instructional materials.
- Assist in completing teacher observations/evaluations.
- Assist in maintaining inventory of general supplies and coordinate the distribution of supplies as needed by the secondary staff.
- Assist in graduation exercises.
- Assist in professional development programs.
- Assist with day-to-day operation and management of Junior/Senior High School.
- Assist with student data analysis.
- Assist with the development of the building level budget.
- Attend and assist with evening, weekend, overnight and beyond school day activities.
- Assume the responsibilities of the principal in his/her absence.
- Provide recognition for student achievement to the news media, superintendent and elsewhere, as appropriate.
- Coordinate with the PIMS (Pennsylvania Information Management System) Administrator for all State Reporting at the secondary level, which may include, but not be limited to:
 - ESL/ELL – English Second Language
 - Safe Schools

- Alternative Education
- Student Assistance Program (SAP)
- Safe Schools Report
- Knowledgeable of Physical Plant
- Supervisor of the school police officers
- Serve as the Safety and Security Coordinator
- Be responsible for the Emergency Response Plan and its upkeep
- Serve on the Student Assistance Program (SAP) Team as well as the Threat Assessment Team
- Perform other duties as assigned by the high school principal and/or superintendent.

Physical Demands:

- Ability to reach above and below the waist.
- Ability to use fingers to pick, feel and grasp.
- Some stooping, bending, kneeling and twisting of the body will be required.
- Ability to lift and/or carry supplies and/or papers weighing no more than 10 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment.

Sensory Abilities:

- Visual acuity
- Auditory acuity
- Olfactory acuity

Work Environment:

- Typical office/classroom environment with some outdoor events.
- Subject to inside and outside environmental conditions.

Temperament:

- Must possess excellent interpersonal skills.
- Must be able to work in an environment with frequent interruptions.
- Able to make judgments and work under high levels of stress.
- Must be team oriented.

Cognitive Ability:

- Ability to communicate effectively.
- Ability to organize tasks.
- Ability to handle multiple tasks.
- Ability to exercise good judgment.

Specific Skills:

- Must possess leadership skills.
- Must possess supervisory skills.
- Must possess technology skills.
- Ability to operate various office equipment competently.
- Must possess active listening skills.
- Must possess conflict mediation skills.
- Must possess fiscal management skills.
- Must possess effective verbal and written skills.

Ten (10) month position.

Member of the Act 93 agreement.