

# Gateway School District Position Description

Position Title: **Assistant High School Principal**  
Location: Gateway High School  
Reports To: Principal  
Term: 12 month, 260 day, Act 93

## **Minimum Qualifications:**

- Master's Degree or higher
- Knowledge in the areas of school law
- At least three years' experience in teaching and school administration
- Valid PA Elementary or K-12 Principal Certification
- Demonstrated leadership ability in working with students, staff, parents and general public
- Strong leadership and personal drive
- Passion for children and their families
- Ability to implement programs to improve education achievement
- Ability of build partnerships with community organizations
- Commitment to technological advancement
- Familiarity with various educational models
- Strategic planning experience
- Strong Communication Skills
- An entrepreneurial spirit and a proven track record
- Clearances - Current Child Abuse (Act 151), FBI (Act 14) and Criminal Record (Act 34) required
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

## **Goals:**

To provide leadership in the ongoing development and improvement of the entire instructional program of the District

## **Essential Duties and Responsibilities:**

- Assist in the development of a philosophy of education and in its continuous appraisal and revision
- Administer the school in the absence of the principal
- Conduct teachers' meetings in the absence of the principal
- Aid in developing the morale of the staff and the student body and encourage enthusiasm and loyalty toward the school as a whole

- Make periodic classroom visitations of teachers for the purpose of supervision and evaluation of teachers for the improvement of the instructional program and the rating of teachers as required by law.
- Assist in the preparation of the master schedule and class schedules for the senior high school
- Assist in the direction and coordination of the student guidance services
- Make recommendations to the principal regarding improvement of professional, clerical and maintenance personnel
- Make periodic check of buildings and grounds and report to principal those items which need maintenance
- Maintain a file of records, reports and correspondence
- Administrate and maintain constant supervision of school attendance
- Develop and maintain the highest school standards within the environmental limitations
- Aid in the adjustment of teacher-pupil problems and pupil control.
- Counsel with students upon their request or teacher request
- Hold parental conferences regarding attendance and/or discipline / IEP meetings
- Participate in parental conference regarding the educational guidance of pupils
- Hold periodic fire and civil defense drills
- Administrate extra-curricular activities
- Assist in the chaperoning of pupil social activities
- Assist in the orientation and adjustment of new teachers
- Assist in the development of courses of study
- Furnish data for use in preparation of the senior high school budget
- Administer approved fund drives and campaigns
- Issue permits for students to leave the building
- Assist in planning and organizing of all programs and details in connection with the graduation season
- Assist in working with the Data Analysis Coordinator and/or Director of Curriculum and Instruction to create testing classrooms, update student information on District/State testing web sites.
- Assist to gather, compile, and organize data and pertinent information needed to prepare reports and statistical evaluations as directed.
- Assist to order, count, distribute, collect, verify count, and return PSSA testing material.
- Assist to order, count, distribute, collect, verify count, and return all other testing materials (i.e. 4Sights, Stanfords, OLSAT, DIBELS, AIMSweb etc).
- Assets- order kits and coordinate delivery/pick up, order consumables for kits, register teachers for Assets professional development.
- Assist to support the implementation of web-based intervention programs by acting as an assistant to administrators, teachers, and parents as directed by the Director Curriculum/Instruction and/or his/her designee.

- Assist to prepare, process, and maintain various documentation which includes, but is not limited to safety reports, mileage reports, professional meeting reports and requests, etc., as directed.
- Represent the principal at professional meetings
- Serve as resource person for staff members in graduate work
- Cooperate with the principal and other administrative and supervisory personnel in the over-all educational program
- Keep the principal full informed of significant matters pertaining to the senior high school
- Perform any other administrative or supervisory duties assigned by the supervising principal, associate supervising principal, or the senior high school principal
- Coordinates PSSA and District Assessments
- Must possess knowledge of School Laws

**Administrative DAO Assignment**

- **SAP and PBIS Coordinator (Grades K-12)**
  1. Ensure SAP teams meet weekly K-12 and consist of trained personnel, ensure that the SAP brochure is communicated to all staff, students, and parents; collect and report SAP data K-12. Ensure PBIS Teams meet regularly K-12, communicate each level's PBIS program on the website, collect and communicate data ensure PBIS is being implemented with fidelity

**Supervisory Duties:**

- Supervise service personal and other Managers, as assigned

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty 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.

**Confidentiality:**

Respect and maintain the highest degree of confidentiality with regard to personnel and student records, personal communication from members of the community, School Board and staff.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Must have the ability to write routine reports, correspondence and to speak effectively before parents, staff and students.

**Computer Skills:**

Demonstrate proficiency with IBM-based or MAC based personal computers and programs such as Windows, Microsoft Office, spreadsheets, database, and presentation programs.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Must have the ability to compute rate, ratios, and percent.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with multiple problems.

**Physical Demands:**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel or crouch. The employee occasionally is required to lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision and depth vision perception. Good hearing abilities required.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Updated September 4, 2014

