

## ASSOCIATE PRINCIPAL, SECONDARY SCHOOL

### Definition

Leads and assists with the planning, assessment, instructional leadership, communication, community relations, and safety and administrative management required to manage the instructional and special programs, organization, and facilities of an assigned secondary school (grades 7-12); as senior assistant, coordinates instructional and other services and activities; and performs related duties as required or assigned.

### Typical Tasks (illustrative only)

Coordinates and performs a variety of administrative duties in assigned capacity in compliance with school division policies and legal requirements required to assist with the management of assigned human, material, and financial resources necessary for school operation; upholds effective discipline and fosters a safe and positive environment for students and staff during curricular, co-curricular, and extracurricular activities; displays instructional leadership and assists with the delivery of required programs or curricular areas necessary to achieve excellence and continuous improvement consistent with school division goals; participates in collaborative development and implementation of school improvement plans; plans, implements, supports, and assesses instructional programs; participates in the provision of staff development programs consistent with program evaluation results and school instructional improvement plans; identifies, analyzes, and resolves problems using effective problem solving techniques; promotes effective communication and interpersonal relations with students, staff, parents, and other community members; works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse student population; models professional, moral, and ethical standards as well as personal integrity in all interactions; works in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division; and participates in professional development activities to enhance student learning and provide service to the profession, the division, and the community .

### Supervision Received/Given

Receives general supervision from a secondary school principal. Participates in the activities required to select, induct, support, evaluate, and retain quality full-, part-time, and/or hourly instructional and support personnel. Provides guidance and assistance to students, parents, and other community members, as required. May respond to emergency calls and/or act for principal in his or her absence.

### Education/Experience/Skills

Must hold or be eligible for Postgraduate Professional License (master's degree) with endorsements in administration and supervision preK-12, plus six years of progressively more responsible secondary school level experience in teaching and leadership; or equivalent experience. Can demonstrate knowledge of principles and practices of modern public school secondary education and an ability to apply them to the needs of the school; knowledge of current secondary school curriculum and instructional practices and trends; knowledge of public school administration and organization and the support activities required; ability to plan, organize, and coordinate appropriate instructional and operational support programs; ability to plan and supervise the work of others; ability to develop effective working relationships with students, staff, and the community; and ability to communicate effectively, both orally and in writing.



Revised:  
Established:

January 2004  
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