

Lake Shore Central Schools

Evans-Brant Central School District

High School Assistant Principal

JOB DESCRIPTION

JOB TITLE: High School Assistant Principal
REPORTS TO: High School Principal
SUPERVISES: All High School Staff and Students

The High School Assistant Principal serves as an assistant to the High School Principal, responsible for student management and the supervision of assigned faculty and staff. The Assistant Principal is also responsible for the implementation of District policies, regulations, and procedures.

JOB FUNCTIONS AND RESPONSIBILITIES:

- Oversee student behavior management, which includes but is not limited to daily attention to discipline referrals and student issues;
- Serve as Assessment and Field Testing Coordinator: Develop the examination schedule, order and return completed Regents Exams, distribute Regents Exams during examination week, work with the Counseling Center to assure correct student data for exams, order and return completed Data Warehouse Information necessary for state data, coordinate transportation for exams with the transportation department, coordinate with custodial staff the movement of desks for exams, coordinating exam schedule with home tutors, ensuring the integrity of Exams;
- Attend CSE meetings as the mandated administrator;
- Fully implement the APPR process, including teacher observations;
- Review weekly lesson plans of assigned faculty;
- Work with various clubs in organizing major events, including all pep assemblies;
- Assign supervisory duties to faculty;
- Attend evening events including athletic events, concerts and dances;
- Work with Counseling Center and Family Support Center in counseling students and parents;
- Oversee coordination and maintenance of textbook inventory;
- Serve as administrative representative on CRC committee, Safety Committee Coordinator, Building DASA Coordinator;
- Oversee coordination and documentation of parent attendance at mandated Drug and Alcohol seminars;
- Serve as Freshman Academy Administrator;
- Coordinate student Late Arrival / Early Dismissal / Parking Permits;
- Serve as Summer School Administrator as needed; and
- Any other duties as assigned by the principal.