

Board Policy

Code No. 304.5E10

ADMINISTRATIVE DUTIES HIGH SCHOOL ASSOCIATE PRINCIPALS

TITLE: ASSOCIATE PRINCIPAL – BETTENDORF HIGH SCHOOL

QUALIFICATIONS:

1. Master's degree from an accredited institution, with a major in administration and supervision.
2. Additional graduate work related to area of responsibility highly desirable.
3. A valid state certificate from the Iowa Department of Education to practice as a high school principal.
4. A minimum of three years successful teaching experience required.
5. Iowa Department of Education Evaluator Approval.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: High School Principal

SUPERVISES: Staff members designated by the High School Principal.

JOB GOAL: To assist the principal in administration of the high school program.

To recognize the student as the principal beneficiary of the functions of the organization.

To act in cooperation as a member of the administrative team.

To assist in the implementation of the institution's primary objectives based upon the philosophy of Bettendorf High School.

PERFORMANCE RESPONSIBILITIES:

1. Makes decisions and demonstrates leadership that supports the mission, goals, and interests of the district and of students.
2. Assist the principal in the over all administration of the school.
3. Serves as acting principal in the absence of the principal.
4. Supervises and evaluates staff effectively, including observing, conferencing and establishing job targets associated with instruction and instructional improvement.
5. Initiates, establishes, and maintains effective instructional programs which includes/incorporates: teaching methodologies, educationally appropriate materials, and assessment.
6. Coordinates building activities associated with curriculum.
7. Participates in professional activities to improve evaluation of staff and quality of instruction.
8. Establishes high standards of student conduct, enforcing discipline as necessary, according to due process rights of students.
9. Attends special events to recognize student achievement, school-sponsored activities, and athletics.
10. Serves with parents, faculty, and students groups as requested in advancing educational and related activities and objectives.

11. Supervises extracurricular activities.
12. Assists with interviewing and recommending of professional and classified staff.
13. Provides leadership on defining, clarifying, directing, monitoring, and adjusting building and district goals.
14. Serves on any building or district level committees as assigned.
15. Participates in administrative meetings and other meetings as required or appropriate.
16. Is responsible for the implementation and observance of all Board policies and regulations by the school's staff and students.
17. Assists with meetings of the staff as necessary for the proper functioning of the school.
18. Communicates with parents all appropriate information.
19. Provides assistance in resolving personnel problems.
20. Provides input into the overall positive educational atmosphere for Bettendorf High School. Contributes to the administrative team, addresses teacher-parent-student complaints in a constructive manner, and recommends necessary changes in operating procedures where appropriate.
21. Works cooperatively with building police liaison officer and juvenile court liaison officer in criminal investigations and student probations.
22. Attends Board of Education meetings, as requested, to serve as resource person to the principal, superintendent, or Board. Makes presentations to Board as needed.
23. Joins professional organizations related to administrative duties and attend appropriate professional meetings. Remains current in academic area assignments, curriculum development, clinical supervision, and other areas related to the functions of this position.
24. Maintains administrative certification through professional growth activities: graduate study, professional meetings/workshops, seminars, and professional literature.
25. Reports to the principals on all matters of critical nature.
26. Assumes all other duties as assigned by principals, superintendent, or Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Administrative Evaluation.

Approved: June 21, 2004

*Revised: June 21, 2004
June 19, 2006
February 1, 2010*

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June 19, 2006*