

# **NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION**

## **Assistant Principal, HS**

### **Purpose of the Job**

The Assistant Principal shall be responsible for educational programs and services which may be assigned by the building principal. As an active, positive, and contributing member of the high school administrative team, the Assistant Principal will provide the highest possible standards for academic achievement, instructional excellence, and positive school environment.

### **Essential Job Functions**

1. Assume a leadership role in creating a positive school environment conducive to teaching and learning, building on the assets of the staff, students, parents and community.
2. Assist in building-level instructional program development, implementation, and evaluation.
3. Assist in development and successful implementation of excellent safety and support programs and services.
4. Communicate with parents and the public regarding the safety and support programs and services of KHS and build positive school/community relations and partnerships.
5. Provide administrative oversight for emergency preparedness.
6. Assist in the selection, placement, professional development, supervision and evaluation of staff assigned to the school.
7. Provide program management in areas relating to educational programs and services (i.e., Fine and Performing Arts, Technology, and Career & Technical Education).
8. Oversee the student registration process
9. Maintain high standards of student conduct and enforce discipline with respect and dignity.
10. Be responsible for the school during the absence of the principal.
11. Communicate effectively and openly with parents and the public; continue positive school/community relationships and partnerships
12. Work collaboratively with diverse groups to solve common challenges.
13. Administer policies, rules, and regulations established by the State of Washington, State Board of Education, local Board of Directors, and the North Kitsap School District Administrative Team.
14. Perform other related duties as assigned.

### **Qualifications:**

#### **Education & Experience:**

1. Master's Degree in school administration, supervision, curriculum, or appropriate related field
2. Minimum of three years successful public school teaching experience—secondary level preferred
3. Understanding of Washington State Essential Learnings and the Washington school reform initiative

#### **Knowledge Skills & Abilities:**

#### **Licenses, Certificates & Special Requirements:**

4. Possess valid Washington State Teaching Certificate
5. Possess a Washington State Principal Certificate

### **Reporting Relationship:**

Reports directly to the building Principal.

**Conditions of work:**

**Union Affiliation:**

NKSAA

**FLSA Status:**

Exempt

**Wage Range:**

NKSAA

**Job #**

**Job History:**

Created: 3/01; Revised: 6/30/09

---

Immediate Supervisor      Date

---

Assist. Superintendent of HR & Operations      Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*