Job Title: Assistant Principal (6-12)

Date Approved/Updated: February 18, 2013

Location: Winooski Middle and High School

Job Group: Administrator

Reports To: Middle/High School Principal

Summary of Position Responsibilities:

Assists and supports the Principal in providing optimum educational opportunities for each child and to facilitate administrative matters relating to faculty and staff.

Essential Duties and Responsibilities:

1. MANAGEMENT
   - Administrative and interpersonal behaviors are consistent with the Mission Statement of the Winooski School District.
   - Exhibits professional and personal characteristics recognized as appropriate to educators as role models and colleagues.
   - Performs those administrative functions required to ensure the smooth and efficient daily operation of the school.
   - Carries out the district policies as established by the School Board in compliance with all state and federal laws, local district policies, applicable master agreements, and regulations of the Superintendent.
   - Responsible for assisting the Principal in providing a safe, healthy, and positive school culture and environment.
   - Responsible for sharing administrative coverage of extra-curricular activities.
   - In all endeavors, represents the Principal and in the absence of the Principal, assumes administrative charge of the school.
   - Assists the Principal in times of crisis in accordance with the district crisis plan.
   - Provides the District Webmaster with information for the MS/HS activities calendar.
   - Participates in meetings as required or appropriate.
   - Responds to written and oral requests for information.
   - Performs other such duties or assignments as directed by the Principal.

2. STAFF
   - Assists in the supervision of all personnel assigned to the school.
   - Evaluates or supervises the evaluation of staff as assigned by the Principal.

3. PROGRAM
   - Assists in maintaining all educational, co-curricular and extra-curricular programs and activities within the school.
   - Assists in maintaining school-wide programs and special programs and services.
4. STUDENTS
   • Assist the Guidance Counselors with orientation of all students.
   • Responsible for assisting the Principal in maintaining order and discipline within the
     school.
   • Assists with the supervision of the broad range of co-curricular and extra-curricular
     student activities.
   • Oversees and chairs 504 and EST teams/plans

5. PUBLIC RELATIONS
   • Initiates and responds to requests for parent conferences.
   • Assists the Principal with the District News! articles, staff newsletters, etc.
   • Provides information to the community when appropriate.
   • Assists with the organization of school activities/special events.
   • Cooperates with local governmental, civic, and professional groups when it is
     appropriate.

Supervisory Responsibilities:

Supervisory Responsibilities include:
   • interviewing
   • training
   • planning, assigning, and directing work
   • addressing complaints and resolving problems at the direction of the Principal

Qualification Requirements:
The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Master’s Degree. Teaching experience required. Two to three years of
relevant experience as a Teacher Leader or Assistant Principal required.
Certificates, Licenses, Registrations: Holds Vermont State License as a Principal (3-91)
Language Skills: Ability to read, analyze, and interpret common educational journals, procedures and
regulations. Ability to respond to common inquiries and complaints from parents, regulatory agencies, or
members of the community, faculty and staff. Ability to write reports, business correspondence, etc…
Ability to effectively present information to and respond to questions from students, administrators, parents,
peers, board members and the general public.
Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical
inference. Ability to apply concepts such as: fractions, percentages, ratios, and proportions to practical
situations.
Other Skills and Abilities: Other qualifications as determined appropriate by the Board and Superintendent.

Physical Demands:
The physical demands are typical 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
The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.