

**WALNUT TOWNSHIP LOCAL BOARD OF EDUCATION
JOB DESCRIPTION**

<u>Title:</u>	Assistant Principal (K-12)
<u>Department:</u>	Administration
<u>Building/Facility:</u>	Walnut Township Local Schools
<u>Reports To:</u>	High School Principal
<u>Employment Status:</u>	Regular/Full-time
<u>FLSA Status:</u>	Exempt
<u>Description:</u>	Direct and supervise the athletic and extracurricular activities program for grades 7-12. Assist principal in the direction and supervision of educational and safety procedures; ensure growth and maintenance of cooperative learning environment.

Assistant Principal

Assist principal in the direction and supervision of educational and safety procedures; ensure growth and maintenance of cooperative learning environment

- Prepare all reports and maintain such records as required by school law, regulation, or request of the principal/superintendent
- Assist in the implementation and monitoring of all board policies and regulations
- Administer the assigned school in the principal's absence
- Attend special events, functions, and athletic events in coordination with the principal
- Respond to and appropriately handle complaints of parents and community members
- Arrange conferences with parents, teachers, and students regarding grades/disciplinary procedures
- Assist in appraising the performance of teachers through class visits and conferences for the purpose of improving instruction, and assisting teachers with concerns
- Assist the principal in reviewing teacher lesson plans
- Assist in the supervision and evaluation of classroom teachers, classified staff, guidance counselors, school nurse
- Assist in the coordination of custodial service at the school with the maintenance supervisor
- Enforce the proper care of all school property
- Assist in the supervision of the operations of buildings, grounds, and other school property
- Ensure safety of all students
- Enforce the policies regarding proper protection of equipment and property, observance of school laws, and safety procedures
- Assist in the preparation and supervision of safety drills and emergency preparedness programs
- Counsel students regarding their academic, social and personal problems in cooperation with school counselors
- Enforce guidelines for proper student conduct, attire, discipline
- Assist the principal in monitoring and resolving problems with student attendance
- Assist in scheduling the appropriate educational assemblies for the student population
- Assist with IAT and IEP meetings as required
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent citizens

- Interact with the principal and/or superintendent and present information as requested
- Perform other duties as assigned by the principal and/or superintendent

Athletic Duties

Direct and supervise the athletic and extracurricular activities program for grades 7-12.

- Schedule all sporting events in consultation with coaches
- Supervise the handling, collection, and record keeping of all required athletic forms for participation in cooperation with the athletic trainer
- Arrange and schedule all athletic transportation including modifications for extracurricular activities with the District Transportation Coordinator or designee
- Communicate the need for custodial coverage for all athletic contests in collaboration with the Facilities Director
- Determine the presence of law enforcement at all contests and secure law enforcement supervision when necessary
- Attend athletic contests both home and away as coordinated with the superintendent and principals
- Ensure that all home facilities and spectator areas are ready for contests
- Review and approve in coordination with the building principal performance standards for athletic and non-athletic events including but not limited to warm-up music, play and musical scripts, students' publications, and use of copyrighted materials
- Determine athletic eligibility for all students participating in extracurricular activities, and notify coaches and advisors of ineligible student athletes
- Ensure all athletes have completed and given verification of their physical examination prior to their respective season or participation
- Serve as investigator in matters related to violation of athletic/extracurricular rules
- Promptly address violations of athletic code of conduct and make referrals to Harassment or Title IX Coordinator when appropriate
- Mediate disputes between members of the athletic community when appropriate
- Encourage and instruct coaches, athletes, students and fans in good sportsmanship
- Responsible for all workers at athletic contests and all ticket sales
- Arrange for timers, scorekeepers, ticket personnel and administrative personnel involved in the total operation of all athletic events
- Maintain an up-to-date budget account for each sport
- Submit requisitions to the fiscal office on approved requisition form prior to purchasing
- Supervise and responsible for the proper handling of all funds including collecting, depositing and accounting of all ticket sales and fundraising events.
- Maintain and keep accurate records of all athletic equipment and supplies
- Devise, implement, and engage in athletic program fundraising activities
- Maintain complete records of the results and scores of all athletic contests and awards
- Order all awards upon recommendation and coordination with head coaches of each sport
- Organize and attend awards nights in conjunction with the coaches
- Coordinate and attend activities in conjunction with athletic boosters
- Enforce the implementation of provisions outlined in the Athletic Handbook, district policies, and OHSAA.

- Attend staff and local council meetings as required
- Attend all league organizational meetings or have a designee present
- Submit to superintendent recommendations for the hiring of coaches with all pertinent employment information
- Ensure all coaches receive an athletic handbook prior to each sport's season
- Conduct meeting with all coaches prior to athletic season to review rules and regulations
- Organize and lead pre-season athletic/parent meetings as well as pre-season coaches meeting
- Periodically observe and supervise all coaches in the conduct of practices, scrimmages, meets, matches, games, and in the locker room and on the buses.
- Supervise and evaluate all head coaches including disciplinary action in accordance with Board and Athletic Policy
- Supervise and evaluate assistant coaches in coordination with head coaches
- Supervise and evaluate advisors including club advisors, and non-athletic supplemental contracts in accordance with Board Policies
- Maintain respect at all times with confidential information
- Interact in a positive and professional manner with staff, students, and parents
- Promote good public relations through personal appearance, attitude, and conversation
- Responsible for regular updates of athletic website and social media platforms
- Foster positive school/community relations by keeping the Superintendent's Office, administration, and community apprised of athletic events which include the distribution of schedules, announcements of league and county championships, and reporting of all game results to appropriate media outlets

Qualifications:

- Appropriate State of Ohio administrative certification/license
- Master's degree from an accredited college or university
- Three (3) years education related experience
- Such alternative(s) to the above qualifications as the superintendent and/or the board of education may find appropriate

Required Knowledge:

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to lead and motivate staff and students
- Ability to resolve problems in an efficient and effective manner
- Ability to work effectively with others
- Basic computer skills
- Basic first-aid
- Effective and active listening skills
- Knowledge of Ohio school law
- Organizational and problem-solving skills
- Teaching/educational experience at the k-12 level
- Knowledge of Ohio's Learning Standards and Quality Practices

Equipment Operated:

- Computer
- Copy machine
- Fax machine
- Fire and tornado system
- PA system
- Printer
- Telephone
- Two-way radio
- TV

Additional Working Conditions:

- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Frequent weekend/evening work
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Occasional repetitive hand motion
- Occasional requirement to travel, both daily and overnight
- Occasional lift, carry, push, and pull various items up to a maximum of 60 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor and/or appointing authority. Job description may be amended based upon qualifications of selected applicant.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of the above job description and that I am aware of the requirements of this position.

Signature

Date

Original Adoption Date: June 4, 2018
Revised Adoption Date: August 8, 2022