

LIBERTY-BENTON LOCAL SCHOOLS  
JOB DESCRIPTION

<b>POSITION:</b>	Assistant Principal (MS/HS)
<b>REPORTS TO:</b>	Building Principal/Superintendent
<b>EMPLOYMENT STATUS:</b>	Regular/Full-time
<b>FLSA STATUS:</b>	Exempt
<b>DESCRIPTION:</b>	Provide direction, support, and discipline that provides a positive learning experience for all students. Assist building principal in developing and maintaining a positive school culture. Provide support to building operations/logistics.
<b>NOTE:</b>	The below lists are not ranked in order of importance

PERFORMANCE RESPONSIBILITIES

1. Shares with the building administration the responsibility for protecting the health and welfare of students and staff.
2. Counsels individual students and makes appropriate referrals for counseling, student placement, or retention.
3. Resolves discipline problems in a fair and just manner while maintaining accurate records and issuing proper parent notification.
4. Represents the school in Juvenile court cases when applicable.
5. Responsible for student attendance oversight as well submitting proper communication or documentation to the necessary agency or party.
6. Supervises before and after school activities as well morning arrival and after school dismissal. This may include detention, Saturday School, and ISR.
7. Provides supervision and coverage for extracurricular events as needed.
8. Receives and responds to inquiries, concerns, and complaints from teachers, classified staff, students, and parents; maintains effective relationships with students and parents; works to resolve administrative, instructional, and behavioral problems.
9. Assists in the review and updating of the student handbook and policies.
10. Assists in supervision of classified employees and their evaluations.
11. Appraise the performance of teachers through class visits, walk-throughs, and conferences for the purpose of improving instruction, and assisting teachers with any problems.
12. Assist with development of the master schedule.
13. Participates in parent conferences, IEP meetings, and other student planning meetings as needed.
14. Supervise and evaluate teachers as determined by building principal.
15. Assist in the scheduling of special events before, during, and after school hours as well as providing supervision.
16. Counsel students regarding their academic, social, and personal problems in cooperation with guidance counselor/LPCC.
17. Participates in ongoing job-embedded professional development for the purpose of instructional, operational, or building culture improvements.
18. Work with teachers in assessing instructional, classroom, and school culture areas of concern and works to provide appropriate solutions or course of action for improvement.
19. Participate in building/district committees as needed.
20. Assist in the selection, retention, and promotion of certified and non-certified personnel assigned to the MS or HS.
21. Maintains the confidentiality of privileged information.

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22. Maintains respect at all times for confidential information; e.g. student files, student IEPs, medical records, personnel files, documentation for legal proceedings, etc.
23. Assist with the development and maintenance of positive behavior support for student conduct through a school wide discipline program (PBIS).

**Other Duties and Responsibilities:**

- Promote a positive public relations program
- Interact in a positive manner with staff, students and parents
- Serve as a role model for students
- Make contacts with the public with tact and diplomacy
- Promotes a safe, efficient, and effective work/learning environment
- Perform other duties as assigned by the Building Principal/Superintendent

**Qualifications:**

- Master's degree (M.A.) from an accredited college or university
- Appropriate State of Ohio certification/license/OTES Credentialed
- A minimum of five years successful classroom teaching and/or building administration experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to lead and motivate staff and students
- Ability to work under time constraints and deadlines
- Engenders staff enthusiasm, teamwork, and positive work/learning environment
- Knowledge of word processing, database and spreadsheet software

**Equipment Operated:**

- Telephone/Cell Phone
- Fax machine
- Copy machine
- Computer
- Printer
- Motor vehicle
- P.A. system/District Radio
- Fire and tornado system

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**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening work
- Occasional exposure to blood, bodily fluids, and communicable diseases
- Potential for interaction with aggressive, disruptive, and/or unruly individuals
- Occasionally lift, carry, push, and pull various items up to a maximum of 40 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent requirement to adapt to environment and change bodily movements

TERMS OF EMPLOYMENT: Contract length 215 days. Compensation and work hours to be determined annually by the board.

EVALUATION: Performance of this job will be evaluated annually.

**The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.**

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, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adoption date: 4/27/2022