

REPUBLIC R-III SCHOOL DISTRICT

Job Description

High School Assistant Principal

Qualifications

The assistant principal shall have at least three years teaching experience, a minimum of a Master's degree, and a certificate from the Missouri Department of Elementary and Secondary Education in the area of secondary administration. Previous administrative experience is preferred, but would not limit consideration of the candidate.

The assistant principal must possess knowledge of instructional strategies, assessment practices, and effective classroom management and discipline techniques. The assistant principal must exhibit effective communication skills to build positive relationships with students, staff, parents, and community.

Position Classification

Professional

Fair Labor Standards Act

Exempt

Supervisor

The assistant principal will report directly to the high school principal.

Duties

The assistant principal will:

1. Assist in the maintenance of student order and conduct.
2. Lead the Professional Learning Community efforts.
3. Assist teachers in a continuous development of curriculum materials.
4. Visit classrooms regularly.
5. Supervise the placement of students and the assignment of students to classes.
6. Supervise the food services program of the building.
7. Supervise custodians in the building.
8. Assist the principal in evaluating all certified and classified staff.
9. Supervise and direct all student attendance matters.
10. Assist with the preparation of the student handbook.
11. Assist the principal in preparing the building budget.
12. Assist the principal with the supervision of extra-curricular activities.
13. Update the school's supplies and equipment inventory yearly.
14. Prepare reports as required by the principal and superintendent.

15. Advise the teachers in all difficult cases of student misconduct.
16. Pursue professional growth.
17. Demonstrate conduct representative of the school and establish and maintain a good relationship with the community.
18. Perform any other duties as assigned by the principal or superintendent.

High School Associate Principal

Duties

The Associate Principal will:

1. Perform all duties outlined in the Assistant Principal description.
2. Assist the principal in evaluating department heads.
3. Assists with coordination of student registration and student scheduling program for the high school.
4. Assemble student data as required for administrative reports, decision-making, and research.
5. Assist with graduation planning and preparation.
6. Assist with professional development (SI day planning, Summer learning planning, and PLC yearly planning).
7. In charge of the school building in the absence of the Principal.
8. Admin liaison for scholarship and student recognition.
9. Perform any other duties as assigned by the principal or superintendent.

Revised: March 26, 2025