

RIPON AREA SCHOOL DISTRICT
Job Description

Department: Administration

Job Title: Assistant High School Principal/Athletic Director

Qualifications: Licensure: Must be licensed as a Principal (51) or in the process of obtaining the license in the time frame specified by the Board of Education.

Education Level: Master's degree in an approved program which qualifies for secondary principal certification with the State of Wisconsin.

Experience: A minimum of four years of teaching experience at the secondary level. Previous administrative experience preferred but not required. Demonstrated ability to effectively deliver administrative services. Holds a personal philosophy of education that is compatible with the demands of the position and the nature of the community.

Other Requirements: Ability to effectively present information, communicate positively and respond to questions from administration, Board of Education, staff, students, parents, and the general public in a pleasant manner. Ability to motivate, guide, and supervise staff. Ability to handle stressful situations, organize and maintain numerous details, and work independently. Ability to respond to change and frequent interruptions in a productive and positive manner while meeting deadlines as assigned. Ability to maintain confidentiality in all phases of position. Ability to effectively use multiple technologies for communication, job-embedded learning, data analysis, and work efficiency. Ability to work unsupervised and make risk decisions.

Reports to: High School Principal

Supervises: Directly or indirectly every employee in Ripon High School.

Job Goals: Inspire, lead, guide, and direct every member of the building's instructional and support services team in setting and achieving the highest standards of excellence, so that each student learns, grows and succeeds. To plan, develop, implement, lead and evaluate the building's progress towards achieving the District's vision and strategic direction.

Essential Job Functions/Responsibilities:

1. Demonstrates commitment to the education of children by supporting the organizational vision, mission, guiding principles, and strategic direction.
2. Assumes responsibility for the administration of the school(s) on the high school campus (Ripon HS) and any off-site locations (Crossroads) as directed and in principal's absence.
3. Along with the High School Principal, assumes responsibility for the supervision and evaluation of all employees assigned to the building in accordance with the State mandated Educator Effectiveness Program.
4. Supervise reporting and monitoring of student attendance and work with attendance secretary on followup investigations.
5. Assist with safety inspections and safety-drill practice activities.
6. Helps principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.
7. Supports the process of curriculum development, implementation, and evaluation along with other administrators.
8. Supports the development and monitors the implementation of a balanced assessment system 9-12 that meets the expectations of Rtl. Serves as the School Assessment Coordinator.
9. Works cooperatively with the various student and staff groups within the building.
10. Communicates with staff, parents, students and the community about school activities and events.
11. Assumes responsibility for the security, safety of students and appearance of the physical plant, in cooperation with the High School Principal, Ripon Police Department, District Facilities Manager, and other administrators.
12. Meets regularly with other administrators regarding building level programs and Operations.
13. Providing guidance and direction for a school's sports program.
14. Preparing budgets and allocating spending on items such as coaches' salaries, team travel, equipment purchases, and facility upkeep.
15. Coordinating with Ripon College and coaches about the scheduling of games and practices.
16. Collaborating with conferences and leagues about scheduling issues.

17. Speaking with league officials about subjects such as postseason play.
18. Determining the time allocated for a field, court, or weight room.
19. Working with coaches and perhaps a travel coordinator to plan trips.
20. Coordinating officials and umpires at games and budgeting for their pay.
21. Filing reports on the status of each team and its successes and shortcomings.
22. Mediating any disputes between athletes and coaches or between coaches
23. Acts as adviser to High School Principal on all questions relating to the high school.
24. Assists in establishing and maintaining good relations with civic, professional, service, parent organizations, legislators and the community in general; and by having an active interest and involvement in community activities.
25. Engages in professional growth activities to enhance job performance and/or meet changing job requirements.
26. Serves as a positive role model for students in how to conduct themselves as citizens and responsible, intelligent human beings.
27. Remains free of alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
28. Performs other duties as assigned by the High School Principal.

Terms of Employment: The term of employment for the Assistant High School Principal shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

I read and understand this job description and can fulfill the essential functions listed.

Signature

Date

Print Name

PHYSICAL DEMAND ADDENDUM

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning.....	Frequently
Repetitive movement.....	Occasionally
Reaching.....	Occasionally at/above shoulder height
Reaching.....	Frequently below shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Pulling/Pushing.....	Frequently 10 pounds or more
Lifting.....	Frequently 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Frequently 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

Signature

Date