

**St Francis School District  
Job Description**

**Job Title:** Assistant Principal/Athletic Director  
**Job Category:** Professional/Administrator

**Reports to:** High School Principal  
**FLSA Status:** Exempt

**SUMMARY** – the Assistant Principal/Athletic Director assists the Principal in managing and leading the overall educational program at the school. This includes managing and improving student learning and behavior as well as managing and improving athletic and extra-curricular programming at the high school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

1. Supports leadership in all areas related to curriculum, instruction and assessment resulting in improved learning.
2. Execute all functions of the position in compliance with directives from the superintendent, established school board policies, local ordinances, Wisconsin state statutes and relevant federal legislation.
3. Participate in the orientation of all professional staff members as directed by the building principal.
4. Supports the effective and efficient integration of special services in the building.
5. Promote and foster the concepts of the democratic process based on the worth and dignity of the individual.
6. Implement short and long range educational planning as developed by the administrative team.
7. Promote a positive and beneficial school-home-community relationship.
8. Promotes and enhances the school's athletic website.
9. Supervise and evaluate teachers and staff.
10. Recruit, interview and recommend certified and classified personnel for positions of employment.
11. Assists in the development of the master schedule, teacher/staff assignments and duties, parent-teacher conferences, fall registration day, open houses, freshmen orientation, new prospective student night, summer school, and all co-curricular activities.
12. Assists in planning, directing and participating in in-service programs designed for professional staff members.
13. Participate in building committee meetings including BLT, PBIS, SST, Technology, and others, as needed.
14. Maintain discipline and demeanor, within the framework of school board policies, which will serve to promote an atmosphere conducive to optimal learning experiences.
15. Assists in the creation of the student, parent, and staff handbooks and the effective communications of each handbook to these stakeholders.
16. Develop, prepare and present activities budget requests in accordance with district procedures.
17. Supports administration of local, state and federal assessments.
18. Oversee security and maintenance of the building and all equipment and supplies therein including the distribution and maintenance of the walkie-talkies (2-way radios).
19. Ensure the building, grounds and facilities are inspected for safety, sanitation, cleanliness and state of repair on a regular basis, and take appropriate action in accordance with accepted procedures.
20. Coordinate co-curricular, school-sponsored programs and the scheduling of community sponsored activities.
21. Function as a member of the administrative leadership team, be actively involved in the formulation of policy and participate in decision-making processes.
22. Meet deadlines while effectively balancing administrative responsibilities.
23. Give individual and group guidance for behavioral and social issues.
24. Talk with and disciplines students in cases of attendance and behavior problems.
25. Maintain records of students who sign the District Policies and Procedures materials.
26. Communicate directly with coaches and advisors regarding any athletic and activity code violations and enforces policies and practices in the Athletic & Activities Code of Conduct.
27. Supervise students in attendance at assemblies and athletic events.
28. Monitor safety and security or direct and coordinate teacher supervision of areas such as halls and cafeteria.
29. Arrange for and oversees substitute teachers.
30. Serve as a role model for students by conducting self as a responsible, intelligent citizen.
31. Instill in students the belief in and practice of ethical principles and democratic values.

**SUPERVISORY RESPONSIBILITIES** - Supervise all professional and classified employees as well as head coaches and advisors of student activities assigned to the high school.

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**EDUCATION and/or EXPERIENCE**

1. Master's degree or equivalent;
2. minimum of three years of teaching experience;
3. administrative experience as a principal or assistant principal desired.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Wisconsin Administrative License issued by the Department of Public Instruction (51)

**LANGUAGE SKILLS**

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively and make meaningful presentations before groups of students, employees, community members, and the Board of Education.
4. Ability to write articles for publication that conform to prescribed style and format.

**MATHEMATICAL SKILLS**

1. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
2. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

1. physically manage or restrain disruptive students when necessary;
2. regularly sit and talk or hear and operate a telephone and/or computer;
3. frequently stand; walk and reach with hands and arms;
4. occasionally lift and/or move up to 50 pounds;
5. 20/20 vision, close vision and depth perception.

**WORK ENVIRONMENT** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

1. regularly works indoors and will occasionally work outdoors;
2. the noise level in the work environment ranges from quiet to loud, but is usually moderate.

**DRUG-FREE WORKPLACE** - The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. This job description is intended to comply with the American with Disabilities Act; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*