

**TITLE:** Assistant Principal Support – High School

**DEPARTMENT:** High School

**REPORTS TO:** Building Principal

**POSITION SUMMARY:** The job of Assistant Principal Support - High School is done for the purpose/s of supporting Assistant Principal and school site staff by providing general secretarial support, information and/or direction and responding to inquiries from parents, students and staff.

**ESSENTIAL FUNCTIONS:**

- Administers medication and/or first aid to students under the direction of a health care professional for the purpose of meeting immediate health care needs.
- Answers incoming telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Compiles a variety of information for the purpose of complying with legal and/or administrative requirements.
- Coordinates assigned projects and/or processes (e.g. discipline, Parent/Teacher conference, parent curriculum night, special events, teacher evaluations, testing, committee meetings, agenda planners, etc.) for the purpose of providing services in line with district requirements.
- Distributes mail, checks, supplies, messages, etc. for the purpose of disseminating materials to appropriate parties.
- Maintains files and/or records (e.g. reports, student records, etc.) for the purpose of documenting activities and/or providing up-to-date reference and audit trail.
- Monitors students referred for illness, discipline, etc. for the purpose of ensuring their safety and welfare .
- Performs record keeping and clerical functions (e.g. copying, faxing, scheduling, correspondence, data entry, barcoding, equipment inventory, etc.) for the purpose of supporting assigned administrator and/or site personnel.
- Prepares documents (e.g. newsletters, flyers, certificates, awards, letters to parents, memos, informational materials, truancy/discipline letters, petitions, evacuation materials, calendars, Saturday school assignments, etc.) for the purpose of providing written documentation and/or conveying information.
- Processes documents, forms, mailings and materials (e.g. detention and suspension notices, course material, custom reports, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries of students, staff, other educational institutions and/or the public for the purpose of providing information and/or direction as requested.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid; operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; word processing/data entry; and standard office practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work

with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; working with frequent interruptions; working as part of a team; and maintaining confidentiality.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 65% sitting, 10% walking, and 25% standing. The job is performed in a generally hazard free environment. .

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is desired.

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Public School Employees of Washington / SEIU Local 1948 (PSE)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date