



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Secondary – Assistant Principal
<b>Payroll/Personnel Type:</b>	11.5 Month
<b>Job #:</b>	8255
<b>Reports to:</b>	Network Superintendent
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The Assistant Principal under the direction of the building principal is responsible for managing all affairs of the school, including general control and supervision of all certificated and classified employees assigned to the school. The Assistant Principal will also assist the building principal in all areas of school administration with special emphasis given to discipline, attendance, and student activities.

**Essential Functions:**

- Adheres to and enforces board policy, school guidelines, administrative directives, the Master Contract, and district standards
- Enforces guidelines to maintain proper discipline and conduct
- Assists in the development and administration of policies dealing with discipline, conduct, and attendance
- Communicates relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents
- Assists the Building Principal with student expulsions
- Works with and assists faculty in the development of effective classroom discipline and organization
- Maintains an effective and safe school environment
- Assists Building Principal with fire, storm and tornado drills on a regular basis and is able to implement emergency evacuations and lockdowns effectively
- Assists in curriculum development to meet the needs of all students
- Prepares required reports and paperwork such as discipline reports, suspension reports, expulsion paperwork, discrimination complaints, injury reports, parent communications, and other paperwork as assigned
- Works with the Building Principal in the preparation of appropriate handbooks
- Assists in the selection and mentoring of staff
- Supervises and evaluates certified and paraprofessional as assigned
- Supervises support services as assigned
- Assists in the development of an instructional budget
- Works as a team member to meet the system-wide needs of the district
- Assists in supervision of special events
- Assists in the care and management of the building and grounds, furniture, equipment, apparatus, books, and supplies
- Notifies the Building Principal when maintenance is needed
- Performs other duties as assigned by the Building Principal or District Administrator

**Knowledge, Skills, and Abilities:**

- Knowledge of conflict resolution models



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- Ability to effectively communicate with staff, students, families, board members, and the community
- Experience in remediation of student adjustment and discipline needs

**Experience:**

- Three years certified experience
- Health and Inoculation Certificate on file in the central office
- Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle
- Desire to continue career improvement

**Education:**

- Bachelor's Degree in Education (required)
- Master's Degree (preferred)
- Missouri Teaching Certification (required): School Leader K-12, Principal K-8, Principal 7-12

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and 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.

**Review/Approvals:**

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Immediate Supervisor Date

\_\_\_\_\_  
Human Resources Date



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***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***