

**Junior High Assistant Principal/Athletic Director
Qualifications/Duties**

Position Title: Junior High Assistant Principal/Athletic Director
Immediate Supervisor: Building Principal
Work Year: 10 1/2 Months (210 Days)
Work Day: 7 ½ Hours (7:45 a.m. – 3:15 p.m.)
Work Week: 37 ½ Hours
Issued Date: 05/19/08
Reviewed: 05/27/11

POSITION SUMMARY

Oversee, develops, reviews, improves, and updates disciplinary program; oversees assignments detention hall, Saturday school, alternative school, out of school suspension, and referrals to court authorities and make appropriate recommendations to the principal; maintains attendance records; works to correct absenteeism problems; assists in the registration process for new students if necessary; assists in the development of the yearly master schedule; assists in developing and implementing in-service training. Serves as athletic director and as such works with coaches and others in the scheduling and administration of all athletic and extra-curricular events involving athletics and/or school facilities; files all appropriate forms with TSSAA; organizes athletic banquets; oversees all athletic boosters; develops extra duty schedules.

EDUCATION AND EXPERIENCE

- Tennessee Teaching License.
- Teaching experience in the classroom preferred.

QUALIFICATIONS

Demonstrate the ability to:

- Take directions from immediate supervisor,
- Lead effectively,
- Follow applicable policies and procedures,
- Collaborate with colleagues,
- Complete assigned tasks on schedule,
- Maintain a satisfactory record of punctuality and attendance,
- Maintain accurate and up-to-date records,
- Maintain confidentiality and fulfills legal responsibilities,
- Communicate effectively,
- Make sound and reasonable decisions,
- Work effectively with others,
- Acquire necessary computer skills,
- Work in a variety situations,
- Perform the essential functions and requirements of the job, and
- Meet satisfactory health standards.

ESSENTIAL FUNCTIONS

- Works with the principal to develop, and to review and improve/update as needed a disciplinary program and disciplinary philosophy for the students, administrations, faculty, and staff.
- Oversees any and all disciplinary events, records, disposition, and maintenance of disciplinary assignments and parental contacts.

- Oversees assignments to Work Detail, Detention Hall, Saturday School, Alternative School, Out of School Suspensions, and referrals to Court authorities.
- Provides input and leadership for Southern Association of Colleges and Schools when applicable.
- Maintains attendance records; counsels chronic absentees and makes decisions with regard to appropriate consequences, including referrals to the Director of Student Services; makes parental contacts regarding attendance problems and develops a plan for improvement of school-wide attendance.
- Acts as Athletic Director and as such works with coaches and other supervisors in the development of athletic facilities, athletic programs, athletic contracts, and schedules.
- Attends regional Athletic Directors' meetings. Ensures that coaches attend required meetings.
- Supervises and schedules all athletic and extra-curricular events especially those events which involve the scheduling and use of building facilities.
- Serves as game administrator at all home athletic events.
- Files forms with TSSAA and others in regard to physicals, emergency contacts, eligibility, schedules, recruiting, insurance, etc.
- Schedules games, officials, civil defense, announcers, score keepers, clock operators, ticket sales, and buses if needed for away games.
- Oversees any and all athletic booster organizations
- Develops extra duty schedule and extra duties as needed for all athletic and extra-curricular events.
- Notifies Central Office and Board of all school athletic events and changes in events
- Assists in the scheduling process for new students.
- Assists in the development of yearly master schedule to be approved by principal.
- Assists principal in the development and implementation in-service training -- half-day and all day.
- Assists principal in performing teacher observations.
- Coordinated IEP meetings; serves as LEA at IEP meetings with responsibilities of teacher class coverage and contacts of regular education teachers.
- Assigns and oversees maintenance of student lockers.
- Coordinates academic interventions with student, teacher, and parent
- Maintains security video taping throughout the year.
- Remains loyal to office personnel, teachers and staff.

OTHER RESPONSIBILITIES

- Assumes other responsibilities as assigned by the principal.
- Adds to and supplements, with the principal, the agenda for the school.
- Models professionalism.

PHYSICAL ABILITIES

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

- Lifting, carrying, pushing, and/or pulling.
- Seeing
- Walking
- Reaching, handling, and/or feeling.
- Talking and/or hearing.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE A COMPLETE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSON(S) SO ASSIGNED.