

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Assistant High School Principal

**REPORTS TO:** High School Principal

**JOB SUMMARY:** Assists the Principal in providing a safe, clean environment conducive to learning. Provides leadership in the development and improvement of the district in various areas such as curriculum and instruction, student services, communications, and management.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreements.
2. Oversees all aspects of student discipline.
3. Oversees the development of the school's curriculum.
4. Assists in the supervision and evaluation of all professional staff.
5. Assists in coordinating an effective public relations plan with the citizens of the district.
6. Manages the Crisis Intervention services for the students of the district.
7. Assists students with proper course requests and selection.
8. Develops reports for the Commonwealth and discipline reports for the school district, as needed.
9. May be responsible for manage the development of the master schedule.
10. May be responsible for overseeing grading.
11. May be responsible for overseeing faculty and student handbook.
12. Performs other duties as assigned by the High School Principal.

**QUALIFICATIONS:** Five (5) years experience in public education necessary, including secondary school instruction. Assistant principal or supervisory experience required. Masters degree required. Proper Pennsylvania administrative certification required.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to lift small children when necessary. Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday.

**SENSORY ABILITY:** Visual acuity. Auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high level of stress.

**COGNITIVE ABILITY:** Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills. Must possess supervisory skills. Must possess computer skills. Ability to operate various office equipment.

**CLASSIFICATION:** Professional Staff; Instructional Meet and Discuss 12 month classification. Cabinet Code – D.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*