

**WINOOSKI SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Assistant Principal (6-12)

**Date Approved/Updated:** February 18, 2013

**Location:** Winooski Middle and High School

**Job Group:** Administrator

**Reports To:** Middle/High School Principal

**Summary of Position Responsibilities:**

Assists and supports the Principal in providing optimum educational opportunities for each child and to facilitate administrative matters relating to faculty and staff.

**Essential Duties and Responsibilities:**

1. MANAGEMENT

- Administrative and interpersonal behaviors are consistent with the Mission Statement of the Winooski School District.
- Exhibits professional and personal characteristics recognized as appropriate to educators as role models and colleagues.
- Performs those administrative functions required to ensure the smooth and efficient daily operation of the school.
- Carries out the district policies as established by the School Board in compliance with all state and federal laws, local district policies, applicable master agreements, and regulations of the Superintendent.
- Responsible for assisting the Principal in providing a safe, healthy, and positive school culture and environment.
- Responsible for sharing administrative coverage of extra-curricular activities.
- In all endeavors, represents the Principal and in the absence of the Principal, assumes administrative charge of the school.
- Assists the Principal in times of crisis in accordance with the district crisis plan.
- Provides the District Webmaster with information for the MS/HS activities calendar.
- Participates in meetings as required or appropriate.
- Responds to written and oral requests for information.
- Performs other such duties or assignments as directed by the Principal.

2. STAFF

- Assists in the supervision of all personnel assigned to the school.
- Evaluates or supervises the evaluation of staff as assigned by the Principal.

3. PROGRAM

- Assists in maintaining all educational, co-curricular and extra-curricular programs and activities within the school.
- Assists in maintaining school-wide programs and special programs and services.

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*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

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4. STUDENTS

- Assist the Guidance Counselors with orientation of all students.
- Responsible for assisting the Principal in maintaining order and discipline within the school.
- Assists with the supervision of the broad range of co-curricular and extra-curricular student activities.
- Oversees and chairs 504 and EST teams/plans

5. PUBLIC RELATIONS

- Initiates and responds to requests for parent conferences.
- Assists the Principal with the District News! articles, staff newsletters, etc.
- Provides information to the community when appropriate.
- Assists with the organization of school activities/special events .
- Cooperates with local governmental, civic, and professional groups when it is appropriate.

***Supervisory Responsibilities:***

***Supervisory Responsibilities include:***

- interviewing
- training
- planning, assigning, and directing work
- addressing complaints and resolving problems at the direction of the Principal

***Qualification Requirements:***

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Master's Degree. Teaching experience required. Two to three years of relevant experience as a Teacher Leader or Assistant Principal required.

Certificates, Licenses, Registrations: Holds Vermont State License as a Principal (3-91)

Language Skills: Ability to read, analyze, and interpret common educational journals, procedures and regulations. Ability to respond to common inquiries and complaints from parents, regulatory agencies, or members of the community, faculty and staff. Ability to write reports, business correspondence, etc...

Ability to effectively present information to and respond to questions from students, administrators, parents, peers, board members and the general public.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as: fractions, percentages, ratios, and proportions to practical situations.

Other Skills and Abilities: Other qualifications as determined appropriate by the Board and Superintendent.

***Physical Demands:***

*The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the*

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essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- |   |                                       |  |   |   |  |
|---|---------------------------------------|--|---|---|--|
| <input type="checkbox"/> F Standing                 | <input type="checkbox"/> C Walking    | <input type="checkbox"/> F Sitting     | <input type="checkbox"/> O Lifting      | <input type="checkbox"/> O Carrying         | <input type="checkbox"/> O Pushing           |
| <input type="checkbox"/> O Pulling                  | <input type="checkbox"/> O Climbing   | <input type="checkbox"/> O Balancing   | <input type="checkbox"/> O Stooping     | <input type="checkbox"/> O Kneeling         | <input type="checkbox"/> O Crawling          |
| <input type="checkbox"/> O Crouching                | <input type="checkbox"/> O Reaching   | <input type="checkbox"/> F Handling    | <input type="checkbox"/> F Fingering    | <input type="checkbox"/> F Feeling          | <input type="checkbox"/> C Talking           |
| <input type="checkbox"/> C Hearing                  | <input type="checkbox"/> C Far Vision | <input type="checkbox"/> C Near Vision | <input type="checkbox"/> C Color Vision | <input type="checkbox"/> C Depth Perception | <input type="checkbox"/> C Repetitive Motion |
| <input type="checkbox"/> Eye/Hand/Foot Coordination |                                       |  |   |   |  |

**Physical Effort:** Please indicate on the continuum the requirements of this position:

Sedentary Work	Light Work <b>XX</b>	Medium Work	Heavy Work	Very Heavy Work
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

- |  |   |   |                                   |  |
|--|---|---|-----------------------------------|--|
| <input type="checkbox"/> O Exposure to weather | <input type="checkbox"/> O Extreme heat   | <input type="checkbox"/> O Extreme cold | <input type="checkbox"/> O Noise  | <input type="checkbox"/> O Dust, vapors, fumes |
| <input type="checkbox"/> C Time constraints    | <input type="checkbox"/> F Public contact | <input type="checkbox"/> C Deadlines    | <input type="checkbox"/> O Travel | <input type="checkbox"/> C Inside work         |

**Terms of Employment:** 210 day contract

**Compensation:** To be negotiated with the Board of School Trustees.

**Evaluation:** Performance of this job to be evaluated by the Principal in accordance with Board Policy.

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