

Ankeny Christian Academy

Assistant Secondary Principal Job Description

Supervisor: Secondary Principal

Job Summary: The Assistant Secondary Principal for Ankeny Christian Academy assists in the operation and functions of the middle school (grades 6-8) and high school (grades 9-12), works closely with students and faculty in the day to day activities of the school, and collaborates closely with the secondary principal in making appropriate and informed decisions. This position assists in the responsibility for instruction, curriculum, student behavior, and faculty support.

Responsibilities with Faculty

- Supervises all secondary faculty and assigned shared faculty in an appropriate, effective, and timely manner.
- Interviews potential new faculty and makes recommendations for hires.
- Evaluates faculty by conducting regular classroom visits and observations.
- Assigns faculty supervisory responsibilities, ensures completion, and holds faculty accountable for duties as assigned.
- Arranges for substitutes for absent secondary faculty members.
- Covers faculty classes when substitute teachers are not available.
- Approves faculty time cards and time off requests.
- Works with faculty when issues with professional responsibilities arise.
- Provides contract renewal recommendations for each faculty member to secondary principal and head of school.
- Collaborates with faculty and school leadership on completing required school goals connected to accreditation through Christian Schools International (CSI)
- Attends all required faculty meetings.
- Provides support for faculty when issues with students and/or parents arise.
- Coordinates and assists with activities in the secondary school such as commencement, senior class trip, awards nights, Parent-Teacher conferences, National Honor Society, student council activities, and other events, as needed.

Responsibilities with Curriculum

- Collaborates with school leadership and faculty members as part of the curriculum evaluation and review process.
- Assists the secondary principal in budgeting and managing faculty requests for curriculum throughout the year.
- Assists the secondary principal in ordering curriculum and classroom materials.

Responsibilities with Students

- Develops and maintains a positive and effective disciplinary process for secondary students.
- Works with the secondary faculty and the secondary principal on tracking student behavior.
- Works with the faculty, secondary principal, guidance counselor, and discipleship director on disciplining students who are struggling with behavioral issues.
- Schedules student detentions and communicates with students, parents, and detention supervisors in this process.
- Along with other school personnel, counsels students as needed.
- Monitors *Go Guardian* to ensure student compliance with Chromebook Use Expectations
- Assists with supervision of students during the school day and at school events.

Responsibilities with Parents

- Participates in the New Student/Family interview process and with the secondary principal makes admissions recommendations to the head of school.
- Responds to parent communications in a timely manner.
- Participates in meetings between parents and teachers, as needed.

Requirements and Qualifications

- A Bachelor's Degree with a preference for coursework in education or administration.
- Work effectively with people, problem solve, and be self-motivated.
- Able to give and follow directions, delegate and hold accountable, communicate effectively in written and spoken word.
- The willingness to pursue additional training as needed.
- Able to be flexible.
- Such alternatives to the above qualifications as the administrator/board of education may find appropriate and acceptable.

Preferences:

- At least two years of classroom teaching experience.
- Demonstrated experience in budgeting and managing a budget.
- Graduate work in education or administration

Spiritual Qualifications:

The Assistant Secondary Principal accepts without reservation the ACA Statement of Faith. He/she supports the Educational Philosophy and Objectives of ACA. He/she is a born again Christian, knows Jesus Christ as Savior, and attends a house of worship in a group setting on a regular basis. He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board. The Assistant Secondary Principal believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Corinthians 6:1-8, Matthew 5:23-24; 18:15-20). Therefore the Assistant Secondary Principal agrees that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation, and, if necessary, arbitration. The Assistant Secondary Principal agrees that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

The Assistant Secondary Principal reports to the secondary principal. This position will be annually evaluated and approved by the secondary principal for continued employment.

Physical Requirements to Fulfill the Essential Functions of this Position

(Leave category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCA-SIONAL	FREQ UENT	DAI LY	NOT APPLICAB LE
COLD (50 F or less)	X			
HEAT (90 F or more)	X			
GASES/FUMES/DUST	X			
CHEMICALS/SOLVENTS	X			
NOISE	X			
CLIMBING STAIRS				x
CRAWLING OR KNEELING				x
STANDING	X			
SITTING			X	
WALKING			X	
RUNNING				X
BENDING	X			
REACHING OVER SHOULDER	X			
PUSHING	X			
PULLING	X			
MOVING HEAVY ITEMS	x			
LIFTING/LOWERING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
LIFTING OVER SHOULDER:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
CARRYING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			

WORKING ENVIRONMENT	OCCA-SIONA L	FRE-QU ENT	DAILY	NOT APPLICABL E
TELEPHONE			X	
FAX	X			
COPIER			X	
COMPUTER			X	
PRINTER			X	
CALCULATOR		X		
OVERHEAD PROJ.	X			
AV EQUIPMENT	X			
OTHER (Please list)				
OUTDOOR DUTY	X			
DRIVING	X			
WORKING ENVIRONMENT	OCCA-SIONA L	FRE-QU ENT	DAILY	NOT APPLICABLE
ON-TIME ARRIVAL			X	
REGULAR ATTENDANCE			X	
SUMMON EMERG. HELP	x			
APPLY CPR/FIRST AID	X			
LEAD FIELD TRIPS	X			
COMMUNICATE DATA			x	
PREPARE REPORTS				
VISUAL ACUITY: Near			X	
VISUAL ACUITY: Far			X	
COLOR DISCRIMINATION			x	
HEARING			X	
SPEECH			x	
MANUAL DEXTERITY		x		
EYE/HAND COORD.		X		

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.

Signature: _____