

The Student Services Assistant Principal Job Description

Summary:

The Student Services Assistant Principal (SSAP) serves a wide variety of functions for a wide variety of people. Their role is integral to the smooth and successful operation of the school. Given their role in communicating information among all stakeholders, the SSAP must be a socially skilled individual, capable of maintaining calm and reason even in the most tense of situations. They are heavily involved in the day-to-day operations as they relate to students and faculty as a whole. Athletic events, dances, after-school clubs, conducting and mediating after-school meetings with parents and staff, for example, require the oversight of the SSAP. In handling such activities the workday of the SSAP fluctuates considerably and is based on the changing needs of the school community as a whole.

The SSAP is responsible to provide all students an opportunity to participate in extra-curricular athletic activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of the sport, and the principles of fair play.

The SSAP assists the Principal and the Curriculum and Instruction Assistant Principal as a mentor to teachers for guidance and/or direction providing reinforcement and praise to those who exceed expectations. Performing this task well can circumvent the need for formal reprimands or other disciplinary action. However, when needed the SSAP is required to conduct formal reprimands and other disciplinary action.

The SSAP is responsible for the discipline process, there may be days when the SSAP's schedule is filled with investigations, inquires and phone calls to concerned or upset parents; knowing that some students may need to be counseled; while others may need to be disciplined; both would be done using the Love and Logic process.

Although demanding, the role of the Student Services Assistant Principal is equally rewarding while being responsible to set and maintain a positive tone and climate for the school to include mutual respect, thoughtfulness, and kindness, while keeping focused on the mission and vision of the school; People, Process, Possibilities.

Duties:

- Facilitates safe, successful and efficient day to day school operations in faithful, equitable and charitable service to the school community (staff, students, parents, stakeholders).
- Supports the vision, mission, and goals of the school with consistent modeled integrity and a work hard/play hard team centered work ethics and child centered actions.
- Reads and studies professional literature and current research to keep abreast of effective programs and trends related to instruction and disseminates this information to the school staff.
- Demonstrates understanding of and diligent action in faithful/responsible stewardship of school employees and resources.
- Provides consistent emphasis on and support for character development and community involvement through both formal and informal student events and activities.
- Participates in the screening, selection, training, and development of staff and guest teachers.
- Monitors the standards of conduct for students and staff members by developing/maintaining a positive climate that encourages orderly conduct by students
- Work with faculty, staff and students to plan and implement formal and informal student events and activities that enhance a positive school culture
- Fosters excellent school/community relations by keeping the community aware of and responsive to school events, activities, and the athletic program.

The Student Services Assistant Principal Job Description

Responsibilities:

- Responsible for upholding the educational/administrative philosophies of the school namely, people, process, possibilities.
- Responsible for implementation and facilitation of student safety school wide to include lockdown and fire drill plans.
- Responsible for the school wide consistent enforcement and oversight of the student recovery/discipline process as defined in the school rules for student conduct as well as the Love and Logic process.
- Responsible for the collaborative development/monitoring and adjustment of the school community's master schedule – including all Special Education, Title I, MC2 services, specials, lunch, recess, extra-curricular activities, drop off and pick up rotations, student schedules, half day specials schedules, public relations duties, before/after school care, clubs, and shared space usages throughout the school day and afterschool.
- Responsible for collaborative before and afterschool club program planning and implementation; administration of a thriving on campus before and after school club program including its successful and efficient organization and day to day operations (club vendor relationships and communication, catalog publication, room assignments, sign-ups, issues that arise during club sessions, monitoring and adjusting.
- Responsible for facilitation of staff and similar meetings in collaboration with staff and as directed by the Principal.
- Responsible for organizing and scheduling all interscholastic/intramural events. Coaches may recommend and assist in scheduling, but the SSAP retains responsibility.
- Recommends employment and assignment of athletic coaches to the Principal in addition to overseeing the training, development, and evaluation of all coaching staff.
- Responsible for planning and executing home events and the securing of game day personnel.
- Responsible for coordinating, with coaches, transportation for athletic participants.
- Responsible for, with approval of the Principal, appropriate rules and regulations governing the conduct of teams and coaches.
- Responsible for enforcing physical and academic requirements of eligibility for participating in each sport and verifies each athlete's eligibility.
- Responsible for working with visiting teams to insure needed services are provided with excellence, ensuring that the school community looks its best at all times.
- Responsible for coordinating and approves field and gym practice schedules for all athletic teams. Coordinates/schedules school use of all school facilities.
- Responsible for coordinating record keeping and results of all athletic contests and maintains a file of all award winners.
- Responsible for supervising all ticket and concession sales at athletic events and assumes responsibility for proper handling of money pursuant to Board and School regulations.
- Responsible for overall direction of daily cafeteria supervision in collaboration with cafeteria staff and finance department.
- Performs such other tasks and assumes such other responsibilities as needed for the organization.

The Student Services Assistant Principal Job Description

Position Requirements:

- Must hold a Class I Finger Print Clearance Card
- Master's Degree in School Administration or Equivalent
- Passing of State Certificate Testing AEPA or other State Certification

Desired Qualification:

- Three years of Administrative Experience or Equivalent
- Five years of Classroom Experience or Equivalent
- Hold Arizona State Principal's Certification

Salary is Corporate Board set based on Education and Experience

By signing below, I have read and understood the above Job Description, and will comply as part of the terms of my employment at San Tan Charter School.

Employee Printed Name

Date

Employee Signature