

SEDALIA SCHOOL DISTRICT #200

Job Title: Assistant Principal/Activities Director Junior High School

Job Overview

- Administrative salary schedule: Jr High Asst. Principal-11 month contract
- Employed for a period of one year for the first term and two years thereafter
- Reviewed annually with recommendation for re-employment by April 15
- Reports to Junior High School Principal and High School Activities Director
- Evaluated by Junior High School Principal with input from high school Activities Director

Qualifications

- Master's Degree
- Secondary Administrator Certification by the State of Missouri
- Three or more years of classroom teaching
- Three or more years of supervisory experience as a high school or junior high school coach over an athletic/activities program
- Understanding of education, co-curricular, and extra-curricular program's relationship to the public-school community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge, and insight and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Understand and relate to teachers, coaches, sponsors, and the issues that are present in the teaching-coaching-learning process
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Employed in February with contract effective July 1
- Vacations, leave policies, and fringe benefits as stated in Board policies
- Maintain regular office hours Monday through Friday except when away at meetings representing the district, vacation and holidays, spending the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations
- Opportunity to continue professional preparation with the prior approval of the Superintendent
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth
- Provide student supervision, disciplinary guidance, counseling and assistance to self-realization
- Awareness of developments and implications that affect education and our district by continual study and information seeking
- Monitor/consult with school health nurse regarding health-related issues reflecting student achievement
- Responsible for attendance management
- Cooperate with District Office administrators in the formulation and planning of district policies and procedures
- Perform routine administrative tasks assigned by the principal

- Manage all district approved MSHSAA athletic/activity programs at the junior high level
- Follow all Missouri State High School Activity Association rules and by-laws
- Serve on the District Activities Advisory Committee (sportsmanship committee) which is chaired by the high school principal
- Evaluate all and junior high head coaches, with input from the junior high school principal
- Assist junior high administration in the selection and placement of athletic and cheerleading coaches and sponsors
- Provide input to the district Activities Director and junior high school principal on the evaluation of the junior high athletic programs
- Schedule, by contract when appropriate, all athletic events at the junior high school level
- Schedule, contract, and arrange payment for all officials, referees, judges, etc. for junior high events, according to district policies and regulations
- Schedule timekeepers, scorekeepers, gatekeepers, security and other personnel necessary to the efficient conduct of junior high athletic/activity events
- Coordinate and communicate effectively with district athletic training personnel
- Schedule the use of facilities for practices and events to coincide with other building usage and report schedules for the district facility calendar
- Assist in the promotion of the athletic events by communicating schedules to the press, staff, students and parents
- Coordinate eligibility, insurance, physicals, athletic code and other reporting requirements for athletics
- Communicate with the junior high coaches/sponsors and administration regarding the cleaning, storage, care and inventory of all athletic equipment
- Maintain records of athletic event results and a file of award winners
- Coordinate with junior high school coaches/sponsors to promote and supervise recognition programs for student participation in athletic/activity programs
- Promote good sportsmanship/citizenship in the athletic program
- Promote staff development opportunities for junior high coaches/sponsors
- Facilitate junior high coach/sponsor meetings with direction provided by the high school Activities Director
- Assist with maintaining athletic handbook for coaches, sponsors, students and parents
- Share supervision of athletic/activity events with school administration and other certified staff
- Advocate all athletic programs
- Cooperate with Central Office administration, high school/junior high administration, and high school Activities Director in the formulation and planning of district policies and procedures
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Superintendent or Assistant Superintendents

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.