



1047 Golden Gate Ct, Rock Hill, SC 29732
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YORK PREPARATORY ACADEMY

South Carolina Public Charter School District

TITLE: HIGH SCHOOL ASSISTANT PRINCIPAL

AGREEMENT TERMS: 12 month agreements (August – July)
210 Days

SALARY/RATE: Determined by Certification/Degree/Experience

REPORTS TO: Building Principal

NATURE OF WORK

Under the direction of the principal, serves as an educational leader and assists the principal in the planning, coordination and directing of activities and programs related to the administration of the high school.

DUTIES AND RESPONSIBILITIES

- Assists the principal in the overall administration of the school and assumes leadership of the school in the absence of the principal.
- Assists in the planning, development, coordination and supervision of instructional programs and activities; interprets and implements the District approved curriculum program for the school.
- Assists in providing leadership to the professional staff in determining objectives and identifying school needs as the basis for developing both long and short range plans for the school.
- Assists in the supervision of student enrollment, records, attendance and health requirements.
- Develops plans for emergency situations, in cooperation with staff and school safety officers.
- Relates to students with mutual respect while carrying out a positive and effective discipline policy.
- Supervises the reporting and monitoring of student attendance. Follow up with students and parents where necessary.
- Has knowledge of local policies and state and federal laws regarding minors.
- Other duties as assigned by principal.

MINIMUM QUALIFICATIONS

Education	Master's Degree or higher in Education is required with successful teaching experience. Must have a SC School Administrator's License.
Skills/Efforts	Demonstrate outstanding verbal and written communication skills. Knowledge of effective and innovative instructional and student evaluation techniques a commitment to academic rigor, excellent judgment, and a strong aptitude for organization, planning and execution. YPA staff are also expected to exhibit to professional collaboration, integrity, enthusiasm, receptiveness, and excellence in communication, both verbal and written.
Working Conditions	Classroom environment with limited exposure to outside conditions. Activities require movement/lifting items weighing up to 50 pounds.