

TAIPEI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE:	Associate Principal
SCALE:	Administrator
CONTRACT:	12 Month
SUPERVISOR:	Division Principal
REVISION DATE:	August 2022

JOB SUMMARY

The associate principal is responsible for assisting the principal carry out his or her duties as the instructional leader of the division. The associate principal assumes the principal's responsibilities in his or her absence and takes the leadership role in the areas of student activities, communicating with schoolwide services, student conduct and values, emergency planning, and safety. Associate Principals sit on the school's Educational Leadership Team as part of the larger schoolwide administrative team.

DUTIES AND RESPONSIBILITIES

1. Commits time and leadership for the successful implementation of the school's board-approved strategic / accreditation plan.
2. Carries out the divisions program of student conduct and values ensuring that the code of conduct and values are accepted and understood by the school community and that discipline is used in a constructive, fair and equitable manner.
3. Assists the division principal in the development of the Wellness and Activities programs and takes primary responsibility for the implementation of the programs.
4. Assists the division principal in the development, assignment, supervision and evaluation of the staff in the division.
5. Assists the division principal in the evaluation of faculty in the division.
6. Assists the division principal in the implementation of the division's professional development program.
7. Leads all efforts to ensure effectiveness with school operation, in assisting the division principal in communicating school wide services, maintenance, health services, and transportation-.

8. Carries out the division's emergency plan and coordinates with school wide emergency procedures.
9. Reports division safety concerns to the maintenance department and ensures that the concerns are resolved.
10. Collaborates with colleagues, uses support staff appropriately and exhibits "team spirit."
11. Is available for meeting with, students, parents and employees. Ensure students view the associate principalship as an advocate position.
12. Is familiar with the school's strategic plan, board policy and other relevant policy and procedure materials and seeks to comply with and implement these standards.
13. Participates in the collaborative management of the school through participation in weekly admin team meetings.
14. Shares the responsibility of interpreting the division's program to the school community through such activities as open house, back-to-school nights, PTA meetings and by participating in board meetings as necessary.
15. Seeks to improve his or her competency through participation in the School's professional growth programs to include cooperating with the division principal in the School's Professional Growth and Evaluation Process.
16. Performs other related duties as assigned by the division principal.
17. In the absence of the principal, assumes the responsibility of the principal for the day-to-day operation of the division.

QUALIFICATIONS

1. M.A. degree preferred.
2. At least five years full time teaching or administrative experience.