

**ASSISTANT PRINCIPAL
CURRICULUM AND PROFESSIONAL DEVELOPMENT
BEN DAVIS HIGH SCHOOL**

**JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP**

PURPOSE: To fulfill administrative functions at Ben Davis High School with a focus on the curriculum and professional development programs.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and evaluates several departments as assigned by the principal.
2. Responsible for program development of the following:
 - a.) General Education Program
 - b.) Advanced Placement Program
 - c.) Gifted/Talented Program
 - d.) ACP, IVY Tech, and other dual credit programs
3. Plans and implements professional development activities.
 - a) Oversees the Innovation Center
 - b) Approves all professional development days at building level
 - c) Organizes the professional development calendar
 - d) Organizes and implements New Teacher Orientation and provides on-going new teacher development.
4. Serves as Instructional Specialist for teachers.
5. Lead the school improvement plan committee and help the principal in the overall vision implementation of the SIP.
6. Trains staff on data team process and organizes and supports data teams throughout building.
7. Participates in the selection of new textbooks.
8. Supervises high school grant writing initiatives.
9. Serves as liaison to the Department of Education.
10. Supervises extra-curricular activities.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised July 2016.