

**ASSISTANT PRINCIPAL STUDENT LIFE  
BEN DAVIS HIGH SCHOOL**

**JOB DESCRIPTION  
MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To fulfill administrative functions at Ben Davis High School with a focus on student activities and programs.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and evaluates the Science and Social Studies Departments.
2. Supervises and evaluates all clubs and organizations.
3. Organizes and supports non-athletic facility rental.
4. Maintains the school's master calendar.
5. Facilitates resolution of discipline and attendance matters.
6. Designs and implements student events (i.e. prom, pep sessions, dances).
7. Supervises extra-curricular activities.
8. Manages building security.
9. Supervises student teachers, substitutes, and class coverage.
10. School liaison with parent/teacher leadership council and district technology department.
11. Facilitates credit recovery and extended semester programs.
12. Organizes and supports (including the hiring and evaluation of faculty) summer school and intersessions.
13. Approves and supports all building field trips.
14. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised July 2016