



THE METROPOLITAN SCHOOL DISTRICT OF

## WARREN TOWNSHIP

### Assistant Principal Job Description

<b>JOB TITLE:</b>	Assistant Principal (5-8)
<b>FLSA CLASSIFICATION:</b>	Exempt (Administrative), salaried employee.
<b>WORK DAYS:</b>	200 days (does not include holidays).
<b>STANDARD HOURS PER DAY:</b>	8 hours per day.

**WORK YEAR:** The work year for the Assistant Principal in the 5-8 building begins approximately 13-18 workdays before the first scheduled attendance day for students, and ends approximately 13-18 workdays after the last scheduled day for students.

**SALARY SCHEDULE & BENEFITS:** The Assistant Principal (5-8) is paid on the “Administrators” salary schedule, and is eligible for benefits on the “Administrators” benefits schedule.

**REPORTS TO:** The Assistant Principal (5-8) reports to the building Principal.

**SUPERVISES:** The Assistant Principal (5-8) supervises teachers and support staff as assigned by the building Principal.

**GENERAL SUMMARY:** The Assistant Principal (5-8) assists the building Principal with the various administrative and supervisory responsibilities and details, and exercises professional discretion in accomplishing those duties.

#### ESSENTIAL FUNCTIONS:

1. Assists the building Principal with various administrative and supervisory responsibilities and details that are delegated to him/her, and exercises professional discretion in accomplishing those duties;
2. Communicates effectively and proactively with parents of students regarding inappropriate behavior and serious offenses, provides assistance to parents seeking community resources and has the ability to motivate students to make good decisions and to teach behaviors that increase a student's ability to make responsible decisions;
3. Serve as a resource for the 5-8 school's families and fellow cohorts to create a positive school climate that exemplifies excellence in all things we do academically and extracurricularly while demonstrating sensitivity to the needs of others;
4. Effectively collect, monitor and use data to make informed decisions;
5. Champion and support school-wide PBIS/MTSS and serve as an attendance officer;
6. Actively participate in school-wide supervision during school and at events;
7. Actively participate in school-wide emergency preparedness team meetings and implementation efforts;
8. Serve as school liaison with the Moorhead Community Resource Center (Student Services), alternative school, Warren police, and other public agencies;
9. Collect walk-through data and evaluative evidence for certified and non-certified staff;

10. Leads and works collaboratively with the all 5-8 grade level deans, counselors, and teachers to meet the academic, social, emotional needs of students and families;
11. Lead bi-weekly, grade-level cohort meetings with counselors, team leaders, and other members as assigned;
12. Actively participate in weekly leadership meetings as assigned by the building principal;
13. Ensures the implementation of appropriate student due process procedures in dealing with non-compliance, disciplinary, and dismissal issues;
14. Serves as the public agency representative in conferences with parents and teachers of students with special needs;
15. Supports the principal with overseeing the day to day operations of the building as it relates to school safety, staff needs, customer service needs of front office, transportation, building and grounds needs, etc.;
16. Supports the athletic director with transportation and school pick up and drop-off routines;
17. Assists in recruiting, interviewing and recommending further consideration of new employees, as well as orientation, mentoring and supervising new teachers;
18. Assists in the evaluation of teachers and support staff, and reports his/her observations to the building Principal;
19. Take an active role in the master scheduling process including input of the schedule into the student information system; and
20. Follows and implements school board policies.

**NON-ESSENTIAL FUNCTIONS:**

1. Other duties as assigned by the building Principal.

**SKILLS AND PROFICIENCIES:**

1. Exudes positivity and proactive/solutions-oriented approach to problem-solving.
2. Working knowledge of Indiana Code/Statute.
3. Ability to produce, analyze, interpret and summarize data.
4. Ability to interpret policy and procedures.
5. Working knowledge and understanding of graduation pathways and supports required to help all students find a successful plan for achieving their diploma.
6. Must possess excellent interpersonal skills.
7. Must possess strong writing and verbal communication/presentation skills.

**EDUCATION/EXPERIENCE:**

1. Five or more years teaching/leading in public schools.
2. Leadership experiences with a proven record of having high expectations of students and supporting students to achieve at high levels.

**CERTIFICATES/LICENSE:**

Valid teaching and administrator's licenses.

**OTHER:**

Ability to perform the essential functions and to fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

**PHYSICAL REQUIREMENTS:** The duties and responsibilities of the DHRO primarily involve a daily combination of office work, traveling through the school buildings and grounds, and interacting with Warren staff and outside representatives working with district administration.

Efficient use of a personal computer is important to the effective accomplishment of these job responsibilities.

This job does not require heavy lifting or other physical abilities often associated with manual labor.

**SENSORY REQUIREMENTS:** The ability to communicate verbally in person and via telephone is very important. The ability to compose documents that are readily and fully understood is very important.

**ENVIRONMENTAL FACTORS:** Tasks are regularly performed without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

**Edited June 19, 2020**