

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> <i>Assistant Principal (High School)</i>	<b>Department / Building:</b> <i>Administration</i>
<b>Reports to:</b> <i>Principal</i>	<b>FLSA Status:</b> <i>Exempt</i>
<b>Band/Grade/Subgrade:</b> <i>D-7-2</i>	<b>Bargaining/Work Unit:</b> <i>Principal's</i>
<b>Tier/Lane:</b> <i>PRN10</i>	<b>Position Last Updated:</b> <i>March 2018</i>

### SECTION II: JOB SUMMARY

The Assistant Principal will provide instructional leadership, coordinate hiring of staff, provide supervision and staff development opportunities for staff. The Assistant Principal will also assist the principal in general administration and management duties.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	40%	<i>Instructional Leadership and Staff Development</i>

**Tasks, Skills and Abilities involved in fulfilling above duty/responsibility:**

- Assist principal in providing leadership in the implementation, expansion or development of District adopted curriculum and programming
- Facilitate the administration of the District and State testing programs
- Convene staff at direction of principal to facilitate the articulation of curriculum within the school
- Keep informed and communicate current high school trends and best practice and implement as appropriate
- Support and collaborate with principal to provide quality educational programming
- Collaborate with principal and staff to plan and implement staff development programs relative to district and building initiatives
- Perform other duties as assigned

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	20%	<i>Hire and Supervise Staff</i>

**Tasks, Skills and Abilities involved in fulfilling above duty/responsibility:**

- Work with principal and District Office, develop staffing ratios, projections and recommendations to adequately staff the building

- Interview or coordinate interview process with appropriate stakeholders to hire and place staff as directed by the principal
- Hire, assign, supervise, evaluate, promote and/or dismiss high school certified and non-certified staff as directed
- Collaborate with principal and staff to plan and implement staff development programs relative to district and building initiatives
- Evaluate certified and non-certified staff using District 112 performance evaluation instruments
- Perform other duties as assigned

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	20%	<i>General Administration and Management</i>

**Tasks, Skills and Abilities involved in fulfilling above duty/responsibility:**

- Administer current policies and goals of District 112
- Comply with local, state, and federal legislation/regulations
- Facilitate and supervise a responsible budgeting process within District guidelines as directed by principal
- Facilitate the procurement of necessary supplies, equipment and materials
- Facilitate the formulation, implementation and evaluation of school procedures, rules and regulations
- Understand, relate to, communicate with and serve a diverse population
- Assist with student registration
- Develop and facilitate the school's master schedule
- Coordinate with the principal the school's internal and external public relations
- Monitor student achievement through examination of standardized test scores, students' grades, and other information related to learning
- When appropriate, facilitate school's Leadership Team, Professional Development Committee and Professional Learning Communities
- Mediate conflict between stakeholders
- Meet with students and parents concerning violations of school rules and/or district policy
- Use Positive Behavior Intervention Strategies (PBIS) to support students assigned to the school and promote their academic, social, emotional and physical growth and development
- Use PBIS to foster a safe and positive school environment that enhances the learning process for students
- Collaborate with school personnel, parents, community and students to develop and maintain high standards of pupil conduct and to enforce discipline when necessary with regard to due process of student rights
- Assist with supervision of building/grounds
- Assist with supervision of after school activities
- Comply with local, state and federal legislation/regulations
- Perform other duties as assigned

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	20%	<i>Other Responsibilities</i>

**Tasks, Skills and Abilities involved in fulfilling above duty/responsibility:**

- Communicate the school's educational vision and philosophy to the staff, students, parents, and community
- Prepare necessary information for the completion of local, state and federal reports at direction of principal
- Participate in school district, state and national seminars, workshops and conferences that foster personal and professional growth
- Serve on various district-wide administrative and community committees
- Perform other responsibilities/duties as assigned by principal

## **SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES**

- Profound knowledge of high school level education
- Knowledge of quality teaching and student learning
- Demonstrated leadership skills
- Understanding of and ability to work effectively with high school students
- Willingness and ability to supervise students in all areas of building and grounds
- Excellent communication, rapport and problem solving skills with students and adults
- Strong organizational skills
- Strong interpersonal skills
- Ability to effectively hire, supervise, and evaluate staff
- Commitment to transformational change for 21<sup>st</sup> Century Learning
- Commitment to continuous improvement
- Collaborative decision-making skills
- Ability to develop master schedule
- Ability to problem solve and focus on solutions
- Ability to delegate responsibility and maintain accountability
- Trained in CPI and CPR
- Appreciation of diversity and the desire to work with a diverse student population
- Ability to use technology to communicate and manage responsibilities
- Ability to effectively present information and respond to questions from staff, parents, students, community members, supervisors and school board members in large and small groups
- Ability to read, interpret, analyze and implement school/district policy, professional journals, technical procedures, government regulations, etc.
- Ability to analyze student data
- Ability to write reports, correspondence, suspension notices
- Ability to calculate figures and amounts such as percentages, staffing allocation formulas, etc.
- Ability and willingness to work flexible hours (school day and evening hours)
- Ability to read, analyze and interpret professional journals, technical procedures, government regulations, etc.
- Ability to write reports, correspondence, procedure manuals, etc.
- Ability to effectively present information and respond to questions from staff, parents, students, community members, supervisors and school board members in large and small groups
- Ability to develop and maintain sound building budget processes when directed
- Ability to calculate figures and amounts such as percentages, staffing allocation formulas, etc.
- Ability to facilitate for conflict resolution

## **SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS**

- Must possess or be eligible for a valid license as a principal in the State of Minnesota

## **SECTION VI: EXPERIENCE REQUIREMENTS**

- Commitment to transformational change for 21<sup>st</sup> Century Learning
- Profound knowledge of high school level education
- Understands needs and characteristics of high school level students
- Demonstrated leadership
- Exemplary teaching and/or administrative experience
- Collaborative decision-maker
- Process oriented
- Focus on quality teaching and student learning
- Strong interpersonal skills
- Demonstrated ability to develop master schedule
- Commitment to continuous improvement

- Strong organizational skills
- Flexible work hours (willingness to work day and evening hours)

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

## SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

**(Indicate according to essential duties/responsibilities):**

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

<b>Key: N=Never    O=Occasionally (1-33%)    F=Frequently (34-66%)    C=Consistently (67-100%)</b>					
Demands		Demands		Demands	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
Standing	C	Up to 10 pounds	O	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	F	Up to 25 pounds	O		
Sitting	F	Up to 50 pounds	O		O
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	O	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)		Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	O			C	Extreme heat (non-weather)
Stretching/reaching with hands & Arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F	Varying weather conditions	N
Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)		<b>Sight</b>	
Distinguishing temperature	O			N	Vision for close work/ability to adjust focus
Traveling by automobile	O			Looking at computer monitor	C
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O