




SOUTH WESTERN CITY SCHOOLS

614-801-3000 

www.swcsd.us 

3805 Marlane Drive
Grove City, OH 43123 

Job Description

Revised: February 2019

POSITION: MIDDLE SCHOOL ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. A master's degree or higher
2. A valid Ohio principal's license
3. Five years successful experience as a teacher, supervisor, and/or administrator preferred

REPORTS TO: Building Principal

SUPERVISES: Assists the principal in supervising all certificated and classified personnel assigned to his/her building

JOB GOAL: To assist the principal in administering an effective, efficient school program which provides an optimum education for all students and creates a positive atmosphere which will facilitate the professional growth of staff

RESPONSIBILITIES: Curriculum and Instruction

1. Assists in administering policies and regulations adopted by the Board of Education
2. Assists in developing and evaluating building goals and objectives along with members of the Site Steering Committee
3. Assists in planning and facilitating a comprehensive in-service program for staff development, in cooperation with the central administration and the Site Steering Committee
4. Assists the principal in carrying out duties and responsibilities related to the Site Steering Committee
5. Shares in the development, implementation and refinement of philosophy, objectives, and instructional program for the middle school
6. Shares responsibility for the observation of classes to assess instructional techniques as well as the total educational program
7. Promotes articulation of instruction between schools and grade levels
8. Assists in operationalizing programs and processes that support the district CIP

Staff Personnel


1. Assists the principal in the selection, placement, performance and evaluation of staff, including making contract recommendations when appropriate
2. Assists classified staff in the performance of their duties by developing work schedules and time lines as well as establishing and enforcing standards
3. Assists staff members in the writing and implementation of professional goals and objectives
4. Assists in the assessment of all staff members according to district guidelines
5. Assists in directing the guidance services in the building

Students

1. Assists in the maintenance of a comprehensive pupil personnel program to meet the needs of students including, but not limited to, services such as permanent records, attendance records, tests, disciplinary records, etc.



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2. Utilizes district-wide services such as the nurse, psychologist, speech and hearing therapist, etc. in meeting the needs of students
3. Ensures that all students are properly registered, have immunization as required by law, and are residents of the school district
4. Ensures that all pupils are in an appropriate educational program to the extent of the availability of resources
5. Assists in establishing policies and procedures to ensure the health and safety of students and staff
6. Assists the principal in assuming the role of case manager, and coordinates pre-assessment, post-assessment, and IEP conferences in compliance with Public Law 93-142

Finance and Business Management

1. Assists in the development of the annual budget proposal for the building
2. Ensures that expenditures of district funds are consistent with district guidelines and approved budget proposals
3. Assists in administering the internal accounting systems for the building, including the collection of fines, rentals and activity accounting
4. Assists in the purchases and payments from the school's activity account and is responsible for its administration
5. Assists in requisitioning all equipment and materials necessary for instruction
6. Administers the district inventory system

Physical Facilities

1. Provides for an ongoing program of building and grounds maintenance, cleanliness and minor repair to facilitate the instructional program as well as providing for the health and safety of students and staff
2. Enforces the building use policy as established by the Board of Education
3. Reports the need for special maintenance and repairs to proper authorities

School-Community Relations

1. Assists in the development of a school-community information and public relations program which provides information relating to the school, its program, purposes and philosophy
2. Utilizes various adult organizations, such as the PTA, parent groups, mass media and individual citizens within the local school community for development of school-community relations
3. Assists in providing a calendar of events and activities related to school-community
4. Assists in writing and distributing the annual progress report to constituents
5. Provides for parent-teacher conferences

Extracurricular Activities

1. Assists in implementing the interscholastic and extracurricular programs to meet the needs of the students
2. Assists in providing for adequate supervision at all interscholastic and extracurricular events



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Miscellaneous

1. Performs such other duties relative to the position as may be requested by the immediate supervisor, superintendent, or his/her designee

The South-Western City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category in its programs and activities, including employment opportunities.

**ENDLESS OPPORTUNITY.
INFINITE POSSIBILITY.**