



## CLASSIFICATION DESCRIPTION

TITLE: Middle School Assistant Principal

<p><b><u>Title of Immediate Supervisor:</u></b> Middle School Principal</p>	<p><b><u>Department:</u></b> Office of the Assistant Superintendent</p>	<p><b><u>FLSA Status:</u></b> Exempt</p>
<p><b><u>Accountable For (Job Titles):</u></b> Teachers, Supervisory Assistant, Cafeteria/Playground Monitors</p>		<p><b><u>Pay Grade Assignment:</u></b> Duluth Principals' Association, Salary Grid, Middle School Assistant Principals</p>

**General Summary or Purpose Of Job:**

The assistant principal provides site-level leadership for school programs and collaborates with principal to achieve the District's mission. Assists the principal in ensuring improved student achievement and attendance and in developing and maintaining a culture of learning. Facilitates the Student Support Team and Attendance Team meetings. Manages student discipline, attendance and truancy concerns. Works closely with teachers in special education and serves as lead site administrator through special education due process. Represents the interests of the school in the absence of the principal; serves as a member of the leadership team.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Maintains a safe and orderly school. Addresses issues of student achievement and behavior utilizing the District discipline policy. Communicates with parents or guardians regarding student achievement and behavior. Develops necessary achievement and behavior interventions by analyzing needs and working with staff. Works collaboratively the school resource officer.
2.	In conjunction with the building principal, works as a member of the leadership team to support the necessary school functions. Communicates regularly with the principal, completes administrative responsibilities, and serves as the building administrator in the absence of the principal.



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3.	Assist principal with building, implementing, and monitoring an effective Master Schedule. Oversees all extra and co-curricular programs and collaborates with and monitors Community Education. Works with the administration to ensure that building policies and procedures are consistent with Federal, State and District rules and regulations.
4.	Facilitates the site Attendance Team meetings. Monitors student attendance. Enforces attendance laws and rules by informing or communicating with staff and parents. Refers truant students to support services and attends court proceedings, if necessary.
5.	Serves as the lead site administrator for special education services. Facilitates the site Student Support Team and participates in Child Study Team meetings. Communicates with the District Special Services department staff.
6.	Supervises and evaluates staff using District formal evaluation procedures, as well as daily informal procedures. Provides support for staff, as needed. Interviews and makes recommendations for hiring. Provides for staff training and other staff development opportunities. Provides supervision for designated certified staff members, support staff, and monitors.
7.	Provides support and assists with promoting school-wide efforts to increase mutual respect, pride, understanding and sensitivity to diversity and cultural differences. Leads staff in efforts to reduce the achievement gap and create an environment where all students feel welcome and connected to school life.
8.	Participates in professional development that emphasizes improved teaching and learning, curriculum and instruction, student learning, and a collaborative professional culture.
9.	Performs other duties of a comparable level or type.



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### **Certification or Licensing Requirements** (prior to job entry):

K-6, K-12 or 7-12 Principal's license issued by the Minnesota Department of Education (MDE).

### **Knowledge Requirements:**

Requires knowledge of:

- Instructional leadership, organization development and management, instructional skills, knowledge base in curriculum and instruction.
- Adolescent and child development, learning styles, and motivation.
- Middle-school philosophy.
- Budget and financial operations, including how to build a budget and assess building and staff needs.
- Understanding of school laws, rules and regulations, including special education and due process.
- Human Relations methods and techniques.
- Coaching, training, and evaluation of certified and non-certified staff.
- Family dynamics, mental and chemical health issues, cultural diversity, racial relations and community dynamics, and related training models.
- Current knowledge of educational and social research

### **Skill Requirements / Competencies:**

#### **Minnesota K-12 Principal Competencies (based on MN Rules 3512.0510, subparts 1 and 3):**

Leadership, Information Collection, Problem Analysis, Judgment, Organizational Oversight, Implementation Skill, Delegation of Authority, Instruction and Learning Environment, Curriculum Design, Student Guidance and Development, Staff Development, Measurement and Evaluation, Resource Allocation, Motivation, Sensitivity, Oral and Nonverbal Communications, Written Expression, Philosophical and Cultural Values, Legal and Regulatory Applications, Policy and Political Influences, Media and Public Relations



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<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b>				
Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			
<b>General Environmental Conditions:</b>				
<p>Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Occasionally, work is performed in outdoor weather conditions on the school property.</p> <p>The typical noise level is considered to be moderate.</p>				
<b>General Physical Conditions:</b>				
<b>Work can be generally characterized as:</b>				
<p><b>Medium Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>				

<b>Vision Requirements:</b> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		