



## Edina Public Schools Position Description

### Section I: General Information

<b>Position Title:</b> Assistant Principal	<b>Department:</b> Teaching and Instruction
<b>Immediate Supervisor:</b> Building Principal	<b>FLSA Status:</b> Exempt
<b>Position Summary:</b> With the focus to support and advance the Edina Public Schools' mission, vision and core values, the Assistant Principal provides administrative assistance to the building principal. Responsibilities include overseeing daily building operations, educational programs, master scheduling, and student supervision. The Assistant Principal works closely with other administrators, faculty, staff, and students to meet building improvement goals designed to meet the educational needs of students.	

### Section II: Essential Duties and Responsibilities

Provides for direct student services related to academic achievement, behavioral management, and discipline.

- Handles a wide variety of student behavioral situations including but not limited to misconduct, truancy, bullying, and child maltreatment.
- Executes student management plan including procedures for restorative practices, conflict management, restitution, suspension, dismissal, and re-entry.
- Supervises students in the building, on school grounds, in the parking lot, cafeteria, hallways, and assemblies, activities, and other events. Follows up with parents and/or staff regarding discipline or truancy referrals. Makes decisions concerning student discipline in accordance with board policy, state, and federal law. Enforces board policies, building rules and procedures.
- Supports and implements special education initiatives and attends and participates in IEP meetings as administrative designee.
- Assists in the development, implementation, and monitoring of individual learning, intervention, and 504 plans to support student academic success.
- Ensures the use of culturally proficient school system practices.
- Oversees and coordinates multi-tiered system of supports (MTSS) team.
- Plans, coordinates, and conducts all state and district mandated standardized student testing.
- Creates and maintains records on student discipline and attendance as required by law and policy.
- Acts in a manner to establish a positive environment for student achievement.
- Coordinates student orientation programs and domestic and international field trips.
- Supervises summer programming as assigned by the building principal.

Oversees course scheduling and master schedule development.

- Develops and oversees the annual master schedule to ensure efficient use of staff, facilities, and instructional time.
- Aligns course offerings with district curriculum requirements, graduation requirements, and student needs.
- Collaborates with counselors and department leaders to determine course sections, staffing allocations, and program priorities.
- Analyzes student enrollment data, course requests, and staffing capacity to design a balanced

schedule.

- Ensures equitable student access to core courses, electives, advanced coursework, and intervention supports.
- Monitors and adjusts the schedule throughout the year to address enrollment changes, staffing needs, and program improvements.
- Coordinates scheduling timelines, course registration processes, and communication with students, staff, and families.
- Ensures compliance with state instructional time requirements and district policies.
- Evaluates scheduling effectiveness annually and implements improvements to maximize instructional efficiency and student success.

Supervises and evaluates teachers, departments, and support staff, as assigned by the building principal.

- Provides instructional leadership for teachers.
- Conducts teacher observations and formal performance evaluations. Completes evaluation documentation and post observation conferences within the required timelines.
- Designs and aligns staff development initiatives with state standards and the district's vision, mission, and core values, while planning, organizing, and facilitating engaging and effective professional development sessions.
- Assists in recruiting, screening, selection, assignment, and training of new building personnel.
- Addresses staff concerns and helps build a positive school culture.
- Assumes building supervisory responsibility in the absence of the building principal.

Performs a variety of public relation functions.

- Confers with teachers, parents, support staff, and students on matters of discipline and welfare.
- Drafts and supervises student announcements and department social media.
- Prepares communications for parents, students, and other community stakeholders.

Monitors and assists in the coordination of building security and safety. Assists in formulating and implementing procedures to safeguard the safety of students and staff.

- Plans, coordinates, and facilitates crisis management procedures as directed by the building principal (e.g., fire, severe weather, medical emergencies, etc.).
- Serves as liaison with local law enforcement and juvenile justice staff.

Collaborates and serves on district or building level committees, task forces, and administrative meetings to address educational issues and operations, as requested by the building principal.

Maintains confidentiality and demonstrates professional judgment when working with students, parents, families, and staff.

Performs other duties of a comparable level or type, as required.

- Provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of instructional expertise/knowledge.
- Attends training sessions, conferences, and seminars.
- Keeps abreast of changing developments, trends, and instructional and educational technologies.
- Attends work regularly and punctually.

### **Section III: Essential Skills Required to Perform Position Duties**

- Establishes and maintains professional and courteous working relationships with colleagues, students, parents, and the community.
- Recognizes and develops quality instructional strategies, concepts, principles, methods, practices,

and trends dealing with issues of child development and instructional methods.

- Demonstrates leadership and exceptional supervisory skills.
- Delegates effectively by assigning tasks so they can be accomplished in a timely and appropriate manner, utilizing staff appropriately, and monitoring completion of tasks.
- Exhibits and employs human relations, presentational and communication skills needed to effectively interact with all stakeholders. Presents complex concepts in an understandable manner.
- Utilizes judgment and discretion in handling issues in accordance with district policies and procedures.
- Prioritizes, organizes, and manages time and project activities.

## Section IV: Minimum Educational and Experience Requirements

<b>EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.</b>	Master's degree in educational administration, educational leadership, or related area required.  Minimum of three (3) years of successful teaching experience and demonstrated leadership experience are required.
<b>LICENSE/CERTIFICATION REQUIREMENTS:</b>	Valid Minnesota administrative (K-12 principal) and teaching licenses are required.

## Section V: Supervision Requirements

Title of Positions Directly Supervised	Number of Employees
Teachers	
Support Staff	
<b>Total</b>	Assigned by Principal

## Section VI: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand		x			Up to 10 pounds				x
Walk			x		Up to 25 pounds		x		
Sit			x		Up to 50 pounds	x			
Use hands to finger, handle or feel		x			Up to 100 pounds	x			
Reach with hands and arms		x			More than 100 pounds	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								

Classification History: Job description updated by ISD 273 Human Resources 3.2026.