

ASSISTANT PRINCIPAL JOB DESCRIPTION

Position: **Assistant Principal**

Purpose: Work with the principal to provide educational leadership for a school including staff and student supervision and curriculum development focused on the success of each student.

Position Qualifications: **Education/certification:**

- Current K-12 principal licensure

Experience:

- 3 years of K-12 teaching experience
- A minimum of 1-3 years of teacher leadership experience

Qualifications:

- Experienced leader to guide and manage staff in an inclusive environment that fosters trust, respect, and consensus building. Experienced in the areas of curriculum development and evaluation, personnel development and evaluation.
- Advanced course work in areas pertaining to skills and content of the principalship.
- Knowledge and experience regarding current issues in school management.
- Skilled communicator and systems thinker who possess excellent interpersonal skills to effectively work with staff, parents and community.
- Demonstrated ability to work within the framework of an administrative team.
- Committed to high academic standards for all students. Technological expertise in supporting systems that improve school-wide data and process improvement needs.

Essential Responsibilities:

- 1. Management and supervision:** Work with principal to plan, organize, guide, evaluate, and direct the implementation of all school activities including building administration, instruction, communication, and staffing. Assist the principal in managing departments and student support teams that ensures a safe and respectful environment for all staff and students. Assist the principal to evaluate licensed and classified staff focused on district initiatives and leading to performance improvement. Supervise and evaluate the reserve and student teaching programs. Use successful strategies to positively impact employee relations. Schedule classroom and staff assignments within staffing and facilities limits. Assist with classroom observations and evaluations of teachers, and instructional assistants. Act as a resource and support to reserve and student teachers. Assume responsibility for school leadership and decision- making in the absence of the school principal.
RESULT: Staff is well trained and will perform as an effective and quality team. The school is efficiently managed and supervised. All classes and staff supervision are balanced and properly scheduled.
- 2. Communication and public relations:** Work with building principal to maintain open communication with staff, parents, students and the community. Serve and provide leadership on various building and district committees. Assist the principal with the parent organization and information to parents concerning school related matters and students. Develop effective parent, school, and community relationships that build communication. Supervise the development and maintenance of school activities.
RESULT: Communication is collaborative and builds consensus to create partnerships between schools, parents, business, and community.
- 3. Program coordination:** Assist the principal to strategically shape goal setting and planning. Direct time and resources toward meeting the needs of all learners. Provide instructional leadership by advising and assisting departments/team or grade level leaders and teachers to improve curriculum, instruction and assessment through classroom observations, access to resources and professional development. Assist with the maintenance and evaluation of the student attendance program. Identify areas of need for staff development. Develop and maintain the student registration guide, and the student and staff handbooks. Coordinate the student curriculum evenings and the parent open house. Supervise the parent conference process. Supervise the at-risk program coordination and development. Supervise the police liaison program. Know and incorporate research and practices that drive student achievement and impact staff success.
RESULT: Site planning is strategic and linked to district goals. Students are successful and achievement continues to improve.
- 4. Other duties as assigned.**

Standard Measures of Accomplishment:

1. The school is effectively managed and supervised.
2. Educational leadership is provided for the school and community.
3. Staff and students are successful.
4. Quality education occurs in a safe and respectful environment.
5. Collaboration and inclusive principles are practiced.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Terms of Employment:

Contract:	Fridley Administrators Master Agreement
Weeks/Year:	52
Days/Year:	260

*Hours and days of service are established by the school district and are subject to change according to district need. Working conditions are determined by written contract between the principals and the Fridley Public Schools District.

Evaluation:

The performance improvement process will be implemented with the supervisor.