



*An Equal Opportunity Employer*

Flint Community Schools

Human Resources

## **Employee Job Description**

### **Job Title: Assistant Principal**

#### **Job Summary:**

The Assistant Principal will assist the Principal in developing and maintaining an effective educational program consistent with State and Federal guidelines and the philosophy, policies and goals of the School Board; meeting and conferring with students, parents, faculty and staff; maintaining records and files; preparing reports.

#### **Essential Functions (May include, but not limited to):**

1. Assist in setting school goals and lead the development and evaluation of instructional programs.
2. Guide teaching practices, innovation, and classroom management.
3. Represent the school on district committees, coordinate student teachers, and manage assigned academic departments.
4. Assist in determining staff needs, including interviewing, evaluating, and selecting new staff members.
5. Evaluate staff performance, set improvement goals, and prepare formal staff evaluations.
6. Coordinate staff development, including mentorship programs, and teacher handbook revisions.
7. Assist in directing, supervising, and evaluating the instructional program, ensuring curriculum quality and teacher adherence to the Graded Course of Study.
8. Oversee the new course proposal process and manage student course registration.
9. Coordinate the publication of the Course Selection Handbook and assist with the development of the building master schedule.
10. Support and coordinate inspections and visitations by State or National Educational agencies.
11. Assist in planning and implementing programs for student health, safety, and welfare, and supervise extra/co-curricular activities.
12. Enforce disciplinary and attendance procedures, ensuring due process, and address behavior and attendance issues as needed.
13. Supervise the guidance and health programs, manage student transitions, and oversee emergency preparedness programs.
14. Coordinate special academic, award programs, proficiency testing, and student driving/parking log programs as assigned.
15. Assist in communication between the school community, and civil authorities.
16. Serve as a liaison between the school and the community.
17. Help develop and present parent information and conference evening programs.
18. Manage building administrative systems, including grading, student information, and attendance, as assigned.

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19. Assist in developing and implementing school policies, procedures, and safety protocols.
20. Contribute to the preparation and management of the school budget and oversee the expenditure of allocated funds.
21. Monitor school maintenance, security, and facility usage, and supervise classified employees as assigned.
22. Participate in professional growth activities, including but not limited to professional organizations and district-wide committees.
23. Participate in decision making, planning, and evaluations at the district level.
24. Performs other related duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Qualifications:

#### Education:

Master's degree, specialist or advanced degree in educational leadership, curriculum, or related field is required. Candidates must possess the required certification credits mandated by the Michigan State Board of Education. Valid Michigan Teacher Certificate preferred. State of Michigan School Administrator Certification Required (see note below).

**\*NOTE:** Pursuant to MCL 380.1246 subsection (3), a person employed as a school administrator, after January 4, 2010, will have six months to enroll in a program leading to certification as a school administrator and three years to meet certification requirements. Per the School Administrator Certification Code, a person employed as a school administrator, whose primary responsibility is to administer instructional programs, must hold a valid Michigan School Administrator Certificate or work under a valid School Administrator Permit. Administrators not possessing a School Administrator Certificate at time of hire must obtain an annual School Administrator permit and demonstrate progress toward certification.

#### Experience:

Three years successful certified teaching experience preferred. Experience at the appropriate level is desirable (elementary or secondary based on current vacancy/potential placement). Three years of successful administrative experience preferred.

#### Skills/Other:

Excellent communication skills (written and oral) with a wide variety of audiences. Use of technology for performing administrative tasks as well as supporting staff efforts to incorporate technology in their teaching and student learning. Skills necessary to observe, evaluate and provide direction to both certified and noncertified staff to maximize performance.

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### Other Requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Physical examination by a licensed healthcare provider, 2) Criminal background check, including national and local clearance 4) 5-panel drug screening to ensure drug-free workplace.

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### Special Job Considerations

**Certification:** Required

**Type of Certification:** Administrative/Teacher, Eligible for approval as special education administrator

**Bargaining Unit Position:** Congress of Flint School Administrators

**Salary Schedule:** Administrative

**Reports To:** Building Principal

**Supervision:** Building Staff

Date: 1/9/2025

TM: tvs

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.*

#### Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs  
923 E. Kearsley Street • Flint, Michigan 48503-1974 • (810) 760-1218

**Translation services are available upon request, please call 760-1259**

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