



# Assistant Middle School Principal - Harrisburg S D

Job Description

## JOB INFORMATION

**Title:** Assistant Middle School Principal - Harrisburg S D

<b>FLSA:</b>	<b>X Exempt</b>	Non-Exempt
<b>Employee Group:</b>	Administrative	
<b>Shift:</b>	Day	
<b>Last Edited On:</b>	3/2/2023	
<b>Last Approved On:</b>		

<b>Locations:</b>	<b>X Building</b>	Central Office
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## ORGANIZATION

<b>County:</b>	Dauphin
<b>Entity:</b>	Harrisburg S D
<b>Department:</b>	Secondary Administration
<b>Reports To:</b>	Principal

## JOB SUMMARY

To assist the principal in directing, supervising, and implementing the educational program within the building and maintaining an effective learning climate in the building.

### Essential Functions

Essential Functions	% TIME
Assists the principal in the overall administration of the school and serves as principal in his/her absence; Assists the principal and office staff in coordinating transportation, custodial, cafeteria, and other support services.	20%
Supervises building staff as assigned by the principal. Assists in the orientation and induction of newly assigned staff members and evaluates and nurtures the development of staff members regarding their individual and group performance.	10%
Maintains active relationships with students, parents/guardians, professional, and nonprofessional personnel; acts as liaison between the school and the community, interpreting activities and policies of the school; encourages community participation in school life; and initiates and encourages cooperative relationships with community entities/groups.	10%
Monitors and supports the attendance, conduct, and maintenance of health of students, enforces guidelines to oversee student conduct that fosters consistency in application and enforcement of student discipline policies and procedures, enforcing positive behavior systems, and offers resources such as professional development, prevention programs, and character training to support these guidelines. Supervises proper implementation of searches, investigations and student drug detection programs. Ensures disciplinary actions comply with students' due process rights. Supervises the reporting and monitoring of student attendance and works with District staff for investigative follow-up actions.	10%
Acts as liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school life. Makes arrangements for conferences between parents and teachers and, maintains active relationships with students, parents, professional and nonprofessional personnel. Coordinates student activities that support the instructional program and attends special events held to recognize student achievement and other school-sponsored activities, and functions. Attends or acts as a representative at special education meetings related to pupil services and programming.	10%
Assists in development and coordination of student activities that support the instructional program and meet community needs to include athletic programs, co-curricular, and extra-curricular activities. Attends special events held to recognize student achievement and other school-sponsored activities, functions, and athletic events.	5%

Assists in the development of building schedules and assists in the scheduling of extracurricular, intramurals, and afterschool activities; Assists in the preparation of teaching schedules as well as, prepares schedules for building staff to include paraprofessionals in professional development.	5%
Maintains the confidentiality of student records and information as part of exercising professional duties and discretion in sharing such information. Assists in guiding the preparation for and ensuring integrity in the administration of federal, statewide and local student assessments.	5%
Checks supplies, textbooks and equipment, conducts inventories, maintains records, and checks on receipts for such material during the summer months. Assists in requisitioning supplies, textbooks, and equipment, conducting inventories, maintaining records and checking on receipts for such material.	5%
Abides by and assists in monitoring building-wide compliance with federal, state and local school laws and regulations, mandated programs, District policies and administrative regulations and applicable collective bargaining agreements. Recommends changes to District policies or administrative regulations. Reviews and abides by Pennsylvania Code of Professional Practice and Conduct for Educators.	10%
Assists in the coordination of proper care and maintenance of facility; assists in conducting safety inspections and safety drill practice activities. Monitors and supports the safety and administration of the school plant to include planning and supervising fire drills and an emergency preparedness program. Supervises the daily use of the school facilities for both academic and nonacademic purposes and provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.	5%
Works with faculty in compiling budget requests data; assists in maintaining and controlling various local funds generated by student activities.	5%

*Performs other duties as assigned.*

*Performs in accordance with school policy, administrative regulations, state and federal laws.*

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

Education				
Education Level	Education Details	Req	Pref	
Masters Degree		X		

Work Experience				
Experience	Experience Details	Req	Pref	
5-7 years	Successful teaching counselor, psychologist, social worker, or school disciplinarian experience	X		

Licenses and Certifications				
Enter Licenses/Certifications	Lic/Certification Details	Req	Pref	
	Principal Certification	X		

Driver's License	
X	Valid Driver's License Required

## TRAVEL REQUIREMENTS

Est. Amount	Brief Description
10%	

Sensory Abilities	
<input checked="" type="checkbox"/>	Ability to communicate effectively in all aspects of the job.

## Temperament

- Must possess excellent interpersonal skills.
- Ability to make judgments and work under high level of stress.
- Ability to work as a leader, coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

## Cognitive Ability

- Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to establish and maintain productive working relationships with staff, business associates, and general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
- Ability to work some evenings and weekends, sometimes with little or no notice.
- Ability to recognize areas of concern relating to educational administration issues and propose or recommend appropriate solutions to problems.
- Ability to identify and isolate issues and develop rational solutions to problems.
- Ability to administer policy in a manner consistent with good judgment and sound rationale.
- Ability to recognize changes occurring in society and their relationships to education.
- Ability to generate genuine enthusiasm for positive and meaningful change.
- Ability to understand up-to-date management methods and the ability to apply them to administration and instructional services.
- Ability to maintain a high level of physical stamina, stability, and creativeness.
- Ability to articulate a valid philosophy of education that recognizes the need for appropriate programs to serve a wide range of student abilities, needs, and interests.
- Ability to deal with personnel considerations in a fair, firm, and equitable manner.
- Ability to supervise others using acceptable human relations skills.
- Ability to communicate in both oral and written form.
- Ability to foster and maintain positive relationships with the Board, students, parents, and staff.
- Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.

## Specific Skills

- Must possess leadership skills.
- Must possess supervisory skills.
- Ability to operate various office equipment.
- Must possess active listening skills and conflict mediation skills
- Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward administration, fellow employees and the public.
- Maintains productive working relationship with immediate supervisor.
- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Ability to compose clear, concise sentences and paragraphs.

## Workplace Expectations

<input checked="" type="checkbox"/>	Ability to provide direction to others.
<input checked="" type="checkbox"/>	Ability to create and delegate assignments.
<input checked="" type="checkbox"/>	Shows initiative and the ability to complete assigned tasks without supervision.
<input checked="" type="checkbox"/>	Ability to communicate, comprehend and perform complex computations.
<input checked="" type="checkbox"/>	Ability to compose clear, concise sentences and paragraphs.
<input checked="" type="checkbox"/>	Ability to organize office setting to efficiently accomplish tasks.
<input checked="" type="checkbox"/>	Ability to work independently and make work-related decisions.
<input checked="" type="checkbox"/>	Ability to exercise good judgment in prioritizing tasks.
<input checked="" type="checkbox"/>	Ability to communicate effectively at all organizational levels.
<input checked="" type="checkbox"/>	Ability to appropriately handle confidential information in accordance with district policies.
<input checked="" type="checkbox"/>	Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).
<input checked="" type="checkbox"/>	Acknowledges individuals' requests and handles them in a friendly and courteous manner.
<input checked="" type="checkbox"/>	Promotes a positive team environment through active cooperation with others.
<input checked="" type="checkbox"/>	Maintains awareness of the School District's policies and procedures. Follows the chain of command.
<input checked="" type="checkbox"/>	When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
<input checked="" type="checkbox"/>	Dresses appropriately for job environment.
<input checked="" type="checkbox"/>	Maintains an excellent driving record.

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Standard ADA Settings

<i>Standard ADA Selection</i>	<b>X Office</b> Classroom Other(to include Physically Demanding Positions)
<p><i>This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.</i></p>	

## Physical Demands

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting		X			
<input checked="" type="checkbox"/>	Standing			X		
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):		X			
<input checked="" type="checkbox"/>	Machines or tools used: Computer:				X	
<input checked="" type="checkbox"/>	Machines or tools used: Telephone				X	
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)	X				

*The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.*

## Working Environment

### *Working Condition*

- Typical Office Environment
- Subject to inside environmental conditions
- Subject to outside environmental conditions
  
- Typical athletic training office/facility/environment
- May be exposed to hazardous materials, body fluids, or disease
- Typical classroom environment