ASSISTANT PRINCIPAL – MIDDLE SCHOOL

SPA License Status:	*Licensed/Contract*
SPA Probation:	*Exempt – Licensed Administrator*
FLSA Status:	*Exempt*
Supervisor:	*Principal/Superintendent (or designee)*
Supervises:	*Students and staff in assigned school*
Salary Schedule:	*Non-12 Month Administrative , Range 2*
Terms of Employment:	*8 hours/ 10 months*
Job Goal:	*Serves as an instructional leader and assist the chief administrator of the LCPS online academic programs, responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are achieving academic excellence and are supervised in a safe child-centered learning environment.*

Minimum Qualifications

1. *Valid Administrative License*
2. *Must have a minimum of five (5) years of successful teaching experience (at the level of posting preferred)*
3. *Demonstrate excellent leadership and organizational skills.*
4. *Experience with team building and motivation of staff.*
5. *Has excellent integrity and demonstrates good moral character and initiative.*
6. *Knowledge and understanding of data analysis to drive instructional improvement, program evaluation, effective instructional strategies, classroom management and research related to learning.*
7. *Relates well with students, staff, administration, parents and the community.*
8. *Outstanding verbal and written communication skills.*
9. *Ability to use technology for telecommunications.*

Job Duties

1. *Instructional Leadership-promotes the success of all students by maintaining a culture that supports achievement, high-quality instruction and professional development to meet the diverse learning needs of the school community.*

Observations:

- *Conduct classroom observations that are accurate and constructive.*

- *Perform comprehensive staff evaluations and provide timely and actionable feedback to teachers.*
- *Provide comments that are helpful and open the pathway for achievable and measurable improvement.*

Community/Stakeholder Involvement

- *Accommodate local educational and community culture.*
- *Make curricular, school event calendar, and operational decisions with feedback from stakeholders and consideration of local community and culture.*
- *Make artifacts such as meeting notes and next steps/action available when appropriate through public medium such as the school website.*

Data Utilization

- *Explain and utilize educational data in a formative manner throughout the school year.*
- *Possess a clear understanding of and use educational data in a measurable and flexible cycle of improvement in the instructional delivery of the standards and curriculum in the district and school.*
- *Utilize public means of collecting data/input from the community, staff and other stakeholders regarding school operations.*
- *Manage artifacts to support implementation of instructional practices and/or standards and curriculum in the school.*

2. *Communication-use communication and relationship-building skills to engage the larger community in the knowledge of and advocacy for equity in meeting the diverse needs of the school community.*

Demonstrate positive leadership using school-wide communication.

- *Take initiative to develop and encourage school communication.*
- *Use written and oral communication that is clear, articulate and understandable.*
- *Take part in school communication and demonstrate leadership conducive to open and communicative school culture.*

3. *Professional Development- organize and coordinate ongoing professional learning opportunities that are aligned with the New Mexico Professional Development Framework and supports the diverse learning needs of the school community.*

- *Collaborate with teacher to create a focused Professional Development Plan (PDP) based upon school and teacher goals that include focused, relevant PD.*
- *Work with staff to obtain additional professional development relevant to school goals.*
- *Participate and implement strategy/ideas for school-wide professional development*

4. *Operation Management-manage the school campus, budget and daily operations to equitably meet the diverse learning needs of the school community.*

- *Prepare and implement a school improvement plan utilizing fiscal and/or non-fiscal school-related resources at the school.*
- *Ensure that the school is visibly clean and there are no hazards to students and staff.*

5. *Scope of Responsibility in Secondary Schools—develop, support, encourage and supervise programs that lead to increased student attendance, achievement and graduation rates*

resulting in college readiness and work skills to meet the diverse needs of the school community.

6. *Attend most school functions, encourage students and provide support for academic organizations, extracurricular activities and athletics.*
7. *Implement adopted curriculum, build capacity through school-wide professional development and promotes 21st century learning skills.*
8. *Engage students in long-term planning of their educational goals. The school has various systems in place to meet the needs of all students.*
9. *Communicate with parents and community to gather input, so school functions can be tailored to benefit the student.*
10. *Supervision of Assigned Staff Members— In addition to other duties a school principal shall: Under the general supervision of the superintendent or his/her designee, assume administrative responsibility and overall instructional leadership for the public school to which he/she is assigned, including the discipline of students and the planning, operation, supervision and evaluation of the educational program of the school.*
11. *Recommend to the superintendent or his/her designee the employment, promotion, transfer, discharge and termination of school employees in his/her school.*
12. *Evaluate the performance of school employees and develop professional development plans or job improvement plans to assist school employees to improve.*
13. *Take disciplinary action against assigned site staff members.*
14. *Develop a proposed budget for the school and submit it to the superintendent or his/her designee.*

Other

- *Adhere to New Mexico Administrative Code and regulations.*
- *Adhere to relevant procurement statutes and NM Public Education Department (NM PED) rules in the purchase of goods and services.*
- *Adhere to applicable NM PED Manual of Procedures (PSAB) and district policy regarding budget accountability.*
- *Communicate with the Superintendent (or designee) regularly about the needs, successes and general operation of the school.*
- *Maintain a safe school environment by conducting and monitoring safety drills on a monthly basis.*

15. *Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
16. *Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
17. *Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
18. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
19. *Evenings and weekend work may be required.*
20. *Perform such other tasks as may be assigned*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

***WORKER TRAITS**—Aptitudes*

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
4. *For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education's policy on evaluation of professional personnel.

I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____

LAS CRUCES PUBLIC SCHOOLS