

LIMA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ASSISTANT PRINCIPAL**

File 118

Reports to: Principal

Job Objective: Helps manage assigned school programs and services.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Keeps current with advances in technology and workplace innovations that enhance productivity.
 - Successful teaching and administrative experience.
 - Effective organizational planning and project management skills.
 - Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Helps manage assigned academic, guidance, pupil services, and student activities.
- Addresses issues that arise during the absence of the principal.
- Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures.
- Advances the district's professional image. Maintains open and effective communications. Promotes the district's mission, philosophy, and vision.
- Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's continuous improvement plan.
- Builds internal/external partnerships that enhance district services and student learning.
- Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Helps mobilize the community to maintain a strong commitment of support for the school district.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program.
- Helps administer the instructional program. Promotes academic excellence in a nurturing environment. Helps develop curriculum guides and courses of study. Helps evaluate and recommend instructional materials.
- Assists with the development of the master schedule. Helps ensure the equitable distribution of workloads. Facilitates classroom coverage during teacher absences.
- Assists with the revision and distribution of student/parent and teacher handbooks as directed.
- Helps manage the board-approved budget for assigned areas of responsibility.
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Participates in staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Assists with the development of program schedules (e.g., courses, auxiliary services, student activities, etc.). Assists with program assessment processes.
- Assists with enrollment and withdrawal procedures. Upholds policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
- Assists with student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Complies with state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).

- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports and discipline recommendations.
- Assists with the supervision of students (e.g., arrivals/departures, parking lots, lunch periods, changing classes, extracurricular programs, etc.).
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Assists with the revision of emergency preparedness/crisis management plans (e.g., fire, weather, security, etc.). Administers threat reporting, assessment, and response procedures.
- Assists with collection, verification, and recording of program information as directed.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the principal. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board of Education.

The Lima City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 2/08