

Assistant Principal

Job Description

Reports to: Principal

Supervises: Teachers, Counselors,
Support Staff, Custodians

Evaluated by: Principal

Evaluation period: Annual

Location: Munster High School

Purpose of Position:

The Assistant Principal serves as a key member of the school leadership team, providing support to the principal in advancing the school's mission and goals. The assistant principal will provide direct leadership in maintaining a safe and positive school climate, supervising staff, and supporting instructional leadership.

Responsibilities and Duties:

Student Discipline & School Climate

- Enforces the student code of conduct and district policies.
- Investigates behavioral incidents and determine consequences.
- Promotes a safe, respectful, and inclusive school environment.
- Oversees attendance, including truancy and student behavior data.

Instructional Leadership

- Supports classroom instruction and teaching effectiveness.
- Conducts formal and informal classroom observations.
- Provides feedback and coaching to teachers.
- Assists in curriculum implementation and alignment.
- Supports intervention systems for struggling students.

Staff Supervision

- Supervises assigned departments, grade levels, or programs.
- Assists with teacher evaluation processes.
- Supports professional development initiatives.
- Addresses staff concerns and helps resolve conflicts.
- Participates in hiring, onboarding, and mentoring staff.

Student Support

- Oversees student support systems.
- Collaborates with counselors, social workers, and exceptional achievers staff.
- Ensures compliance with IEPs, 504 plans, and accommodation plans.
- Serves as a Case Manager for Section 504 Plans
- Supports practices that close achievement gaps.

Operations & School Management

- Assists with daily school operations and logistics.
- Oversees schedules, duty assignments, and supervision coverage.
- Collaborates with Leadership Team to coordinate testing (PSAT, SAT, ILearn) .
- Supports emergency procedures and crisis response.
- Helps manage facilities issues and school safety protocols.

Family & Community Engagement

- Communicates with parents/guardians regarding student progress and behavior.
- Represents administration at meetings, events, and conferences.
- Builds positive relationships with families and community partners.
- Responds to parent concerns and complaints professionally and promptly.

Compliance & Reporting

- Ensures adherence to district, state, and federal regulations.
- Assists with data collection and reporting.
- Supports implementation of board policies and administrative procedures
- Maintains student records confidentiality and integrity.

Leadership & School Improvement

- Serves on the school leadership and Instructional Leadership Team
- Helps develop and implement the school improvement plan.
- Uses data to inform decisions and guide interventions.
- Acts as principal designee when the principal is unavailable.
- Performs any other duty as assigned by the principal.

Qualifications:

- Possesses a current Indiana teaching certificate
- Possesses a current Indiana building administrative license or is eligible to receive the appropriate license
- Previous successful teaching experience
- Previous successful coaching experience
- Has the ability to develop positive working relationships with students, parents, teachers, administrators and the community
- Must be proficient in the use of computers for various office applications
- Deep knowledge of effective instructional practices and trends and data literacy
- Ability to think critically and analyze data
- Ability to speak effectively with staff and other persons
- Ability to present to large groups
- Ability to address the concerns that students, families, and staff present
- Ability to help with conflict resolution between student peers and between families and staff
- Ability to help students, families and faculty establish common goals
- Ability to delegate responsibilities to appropriate staff members

Terms of Employment:

Twelve months per year 260 days.

Benefits and Salary determined by the Administrative Fringe Benefits Schedule.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.