

Position Title: Middle School Assistant Principal

Department / Unit: Middle School

Accountable To: Principal

Date of Latest Revision: August 2025

## I. PURPOSE OF THE POSITION

To perform varied administrative responsibilities including but not limited to: supporting the delivery and administration of District educational programs, services and related activities; effecting compliance with established policies and regulations; coordinating the allocation of approved financial and personnel resources; assuming oversight and supervision for specific functions as delegated from the Principal; and facilitating cooperative and collaborative community relations - all in a manner consistent with the District's beliefs, mission, objectives and strategic initiatives.

## II. MAJOR JOB RESPONSIBILITIES

- A. Demonstrates by example the integrity and commitment expected from all District personnel.
- B. Demonstrates a clear commitment to achieving and advancing the District's beliefs, mission, objectives and strategic initiatives through consistently visible and respected leadership of assigned personnel; effective structuring and management of assigned function(s); professional growth and development; active participation in community-based, State and national organizations where there are mutual interests, and advocacy for continuous improvement in the design, delivery and evaluation of public education.
- C. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace with an particular emphasis on Principals who ensure timely and successful curriculum implementation at each building site.
- D. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- E. Actively participates as a member of the Superintendent's advisory team that is charged with helping define and articulate the District's beliefs, vision, mission, objectives and strategic initiatives.
- F. Reinforces the development of a shared strategic vision for the school; helping shape the school's culture and values; coordinating various aspects of formulating goals and planning change efforts with the building staff; and contributing to setting priorities in a manner that results in high student achievement, a positive school climate, and significant parental and community involvement.

- G. Implements building goals and strategies, District policies, and works closely with the Principal, education leaders, faculty and students in the development and implementation of procedures, handbooks and other policy guides and ensures outcomes are aligned with the District's strategic initiatives.
- H. Assumes accountability for assisting staff with monitoring, assessing and reporting students' academic and behavioral progress so that progress reports are published and available for future decision making and also that the student information and data are limited to authorized personnel.
- I. Assumes a shared accountability with the Dean of Students for managing the student discipline program, publishing the student handbook, ensuring that students have a clear, uniform understanding of behavior expectations and ensuring that staff apply the expectations in a consistent manner.
- J. Participates with the Principal, staff and other District professionals in the review and implementation of current curriculum, recommending future modifications and adjustments based on staff, parent and administrator input.
- K. Participates in the selection of faculty and staff to help ensure a quality staff committed to the delivery of program and service excellence and also the District's beliefs, mission, objectives and strategic initiatives.
- L. Initiates opportunities for staff and parents to meet and share common interests, ideas and challenges related to student needs and achievements.
- M. Assists the Principal in preparing and releasing information to the community on school activities and also contributes to presentations for the staff and Board.
- N. Assists the Principal in developing the annual operating budget and implementing the budget as approved, monitoring various budget accounts as delegated to ensure compliance with established financial parameters for each distinct function or area.

Performs other job related responsibilities as apparent or delegated by the Principal.

### III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position:
  - Master's degree in Educational Administration or Curriculum and Instruction.
  - Licensure as a Minnesota Middle School Principal or Elementary School Principal
  - At least four years' teaching experience, preferably at the middle school level.
  - Demonstrated competence in dealing with complex problems of an administrative nature often associated with an Assistant Principal's position in a middle school setting.
  - Knowledge of current issues and challenges impacting public education, with an emphasis on effective educational administration, and how current professional thinking and best practice research address the issues and help meet the challenges.

- Demonstrated abilities to:
  - Read, analyze and interpret professional journals, technical procedures and governmental regulations / mandates related to performing this position.
  - Effectively use current technology tools to enhance personal productivity.
  - Write and/or present reports, documents, presentations, proposals and general correspondence in a clear and concise manner.
  - Develop long-range plans, establish and successfully achieve goals and make consistently sound, defensible decisions in performing all aspects of this position.

#### IV. WORK ENVIRONMENT

Work is typically performed in an inside, temperature-controlled environment. Work requires the stamina and capacity required by long hours including early morning, evening and weekend activities.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.*