

TITLE: Assistant Principal - 10 months

QUALIFICATIONS: Administrator License – Master’s Degree

JOB GOAL: To fulfill performance standards for school leaders

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

STANDARD I: LIVING A MISSION , VISION, AND BELIEFS FOR RESULTS

The principal/assistant principal works with the staff and community to build a shared mission and vision of high expectations that ensures all students are on the path to college and career readiness and holds staff accountable for results.

The principal/assistant principal will:

1. coordinate and facilitate efforts to create and implement a shared mission and vision that leads to academic growth for all learners.
2. ensure that the school’s identity, mission, and vision will drive all school decisions
3. conduct timely, difficult, but crucial conversation with individuals, teams, and staff based on student performance data for the purpose of enhancing student learning and achieving improved results

STANDARD II: LEADING AND MANAGING SYSTEMS CHANGE

The principal/assistant principal creates and implements systems to ensure a safe, orderly, and productive environment for student and adult learning in order to achieve school and district improvement goals.

The principal/assistant principal will:

1. lead the development, implementation, and monitoring of the school improvement plans and goals which focus on school-wide achievement and school climate indicators
2. establish and maintain a safe, clean, and orderly learning environment
3. collaborate with building and district personnel to allocate staff, time, materials, and adult learning resources appropriately in order to achieve school and district improvement goals
4. support district and school goals by managing the fiscal resources of the school responsibly, efficiently, and effectively
5. utilize current technologies to support leadership and management functions
6. demonstrate an understanding of the change process and use leadership and facilitation skills to manage change effectively

STANDARD III: IMPROVING TEACHING AND LEARNING

The principal/assistant principal works with the school staff and community to develop a research-based framework for effective teaching and learning that is refined continuously to improve instruction for all students.

The principal/assistant principal will:

1. collaborate with staff to develop, implement, and monitor a consistent framework for effective teaching and learning that includes a rigorous and relevant standards-based curriculum, research-based instructional practices, and high expectations for student performance.
2. establish a consistent improvement cycle that uses multiple forms of data and student work samples to support individual, team, and school-wide improvement goals, identify and address areas for improvement, and celebrate successes
3. ensure that differentiated instructional practices address student needs and are implemented with fidelity
4. select and retain teachers with the expertise to deliver instruction that maximizes student learning
5. evaluate the effectiveness of instruction and individual teachers by collaboratively developing professional growth goals, conducting frequent formal and informal observations, and providing timely and specific feedback on instructional practices as part of the district evaluation process
6. ensure the development of high-performing teacher teams by providing training and support in best practices that are designed to advance student learning
7. develop systems and structures based on data and research for professional development and teacher collaboration and ensure that appropriate time is allotted for the these purposes
8. advance Instructional Technology within the learning environment

STANDARD IV: BUILDING AND MAINTAINING COLLABORATIVE RELATIONSHIPS

The principal/assistant principal creates a collaborative school community where the school staff, students, families, and community interact regularly and share ownership for the success of the school.

The principal/assistant principal will:

1. create, develop, and sustain relationships that result in active student engagement in the learning process
2. utilize meaningful feedback of students, staff, families, and the community in the evaluation of instructional programs and school practices
3. engage families and communities in supporting student learning and the school's mission, vision, and learning goals

STANDARD V: LEADING WITH INTEGRITY AND PROFESSIONALISM

The principal/assistant principal works with the school staff and community to create a positive context for learning by ensuring equity, fulfilling professional

responsibilities with honesty and integrity, and modeling professional behavior.
The principal/assistant principal will:

1. treat all people fairly, equitably, and with dignity and respect
2. demonstrate personal and professional standards and conduct that enhance the image of the school and the educational profession while protecting the rights and confidentiality of all
3. create and support a climate that values, accepts, and understands diversity in culture and population

STANDARD VI: CREATING AND SUSTAINING A CULTURE OF HIGH EXPECTATIONS

The principal/assistant principal works with the staff and community to build a culture of high expectation and aspirations for every student by setting clear staff and student expectations for positive learning behaviors and by focusing on students' social-emotional learning.

The principal/assistant principal will:

1. establish and monitor a culture of high aspirations and achievement for every student
2. require staff and students to demonstrate consistent values and positive behaviors aligned to the school's mission and vision
3. lead a school culture and environment that successfully develops the full range of students' learning capacities (i.e. academic, creative, social-emotional, behavioral, and physical)

SALARY: \$80,000 - \$85,000

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.