JOB DESCRIPTION
ASSISTANT PRINCIPAL
SECONDARY SCHOOLS INSTRUCTION AND EQUITY

POSITION GROUP: Certified Administrator
POSITION TITLE: Assistant Principal of Freshman Success – High School
DEPARTMENT: Secondary Schools Instruction and Equity
REPORTS TO: Building Principal
SUPERVISES: Teachers & Support Staff

POSITION GOAL(S):

The Assistant Principal works collaboratively with students, parents, and staff toward improved academic and social emotional growth as well as student/family engagement. The Assistant Principal relentlessly pursues excellence, models a consistent communication and interpersonal behavior to foster student and adult relationships, develops and leads multi-tiered systems of support in alignment with the District and school goals, rules, and regulations. This position oversees and supports the successful implementation of College and Career Academies. Participation on various district committees is required. Working hours may extend into the evenings and weekends. Some travel required. Quality candidates will be visionary leaders with a positive, forward-thinking attitude. They will embrace equity as a moral imperative and work to ensure high achievement and growth for all students.

JOB DUTIES / ACCOUNTABILITIES:

1. Support the development, implementation, and monitoring of the school improvement plan to ensure academic and social-emotional outcomes are met.
2. Provide a wide variety of coherent and aligned learning opportunities for teachers focused on analyzing student work, effective planning, targeted and differentiated instruction, as well as high expectations for classroom culture and behavior.
3. Serve on the Leadership Team; collaborate with inter-departmental teams to determine school-wide professional development, curriculum and assessment needs to meet all school goals.
4. Meet with teachers regularly to discuss data trends; problem solve with teachers to prioritize the teacher actions that will most impact student performance and be able to communicate trends to all staff.
5. Develop, implement and support a system to ensure a positive school climate for students and adults.
6. Interview, supervise, and evaluate all staff, both certified and non-certified in a complete and timely fashion, ensuring best practices in the related programs.
7. Promote the use of the behavioral components of Restorative Practice inquiry techniques and conferences, Multi-Tiered Systems of Support (MTSS) and Positive Behavioral Interventions and Supports (PBIS) Universal and Secondary Teams, to effectively provide intervention. Must ensure the provisions of PA 456 are followed and that multiple interventions are attempted before a student is excluded from the classroom.
8. Supervise daily student attendance and monitor the procedures of the attendance office to ensure compliance of mandatory attendance laws and increase student attendance patterns, particularly in decreasing the percent of students who are chronically absent.
9. Organize and communicate the discipline process with building staff and offer feedback to staff, parents and students for discipline events.
10. Provide the supervision necessary for participants and spectators during after-school and evening extracurricular activities.
11. Lead and/or assist in the organization of before/after school and weekend family and community engagement activities with staff, students and community.
12. Consult with parents, staff, district personnel, community, and individual students to ensure that each student is placed in an individualized program that best meets his/her identified needs.
13. Coordinate the day-to-day supervision and operation of the school with the principal, or in the principal’s absence, to ensure the efficient operations of the building and educational programs.
14. As requested by building administration, participate in building IEP Meetings for students currently enrolled.
15. Schedule the instructional programs, students, staff, and classrooms, including coordination efforts to streamline the registration process.
16. Assist in the development and maintenance of student and staff schedules.
17. Willingness to lead, support, and facilitate the transition to College and Career Academies and educational pathways, including participation on curriculum writing committees and supporting the work-based learning plan implementation.
18. Eagerness to collaborate with district staff and to grow professionally by participating in ongoing leadership development opportunities.
19. Participation on various district committees is required. Working hours may extend into the evenings and weekends.
20. Some travel required.
21. Other duties as assigned.

ASSISTANT PRINCIPAL FOCUS AREA: FRESHMAN SUCCESS
1. Work collaboratively with teachers, MTSS, counselors, deans, assistant principals, the principal and additional staff to develop processes, structures, and tools for maximizing freshman success rates.
2. Develop partnerships with identified staff members, community & district resources, and grade level teams to improve the number of Freshman passing all of their classes, attendance, and student growth.
3. Provide school-based coaching and professional development to grade level teams and individual teachers that support overall student success.
4. Develop and implement systems for monitoring and addressing student progress, supports, and interventions.
5. Design, plan, and implement a comprehensive strategy to support the transition from 8th to 9th grade, including but not limited to freshman connection, freshman orientation, and various freshman events throughout the school year.
6. Oversee and support the development of a freshman success team that meets regularly to develop, implement, and monitor a comprehensive freshman success strategy, review student progress and develop support plans to meet their needs.
7. Support and oversee the implementation AVID program, ensuring all teachers have attended ongoing professional learning and providing guidance to the AVID site team.
8. Support and oversee the Physical Education department.
9. Work collaboratively to increase Freshman involvement in athletics and extracurricular activities
10. Develop personalized achievement plans for all students; regularly engage students, families, and staff in conversations about progress relative to individualized achievement plans.
11. Coordinate necessary academic and nonacademic interventions for each student, working in close collaboration with teachers, families, administration, social workers, counselors, and partners.
12. Forge and maintain close partnerships with families, serve as a liaison between parents and the school, and engage families in regular conversations about student progress.
13. Analyze student data and early warning signs, and closely monitor student progress to provide proactive and preventative supports triggered by data.
14. Implement data-driven systems, tools, and processes to maintain a pulse on student needs and progress.

**EXPERIENCE / KNOWLEDGE:**
1. A minimum of three (3) years experience as an administrator preferred
2. Three (3) years of successful teaching experience, preferably in high school
3. Knowledge and experience building the capacity of teacher teams
4. Experience using data to develop priorities and action planning
5. Experience leading adults toward a common goal

**EDUCATION:**
1. Appropriate License - Professional Educator License (PEL) with General Administrative or Principal Endorsement
2. PERA module designations required (Teachers)
3. Bilingual Spanish/English (verbal & written) preferred
4. Training in Cultural Competency, Equity, and/or Implicit Bias preferred

**PHYSICAL DEMANDS:**
Ability to lift up to 30 lbs. with proper technique.

**TERMS OF EMPLOYMENT:**
This is a INSERT WORK YEAR position. Salary and benefits as established by the Board of Education.

**EVALUATION:**
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of support service personnel.

**JOB DESCRIPTION CREATION / REVISION DATE:** 03/02/2020
11/12/2019

Employee Signature: ________________________________ Date: _____________
Supervisor Signature: ________________________________ Date: _____________