JOB DESCRIPTION

ASSISTANT PRINCIPAL
SECONDARY SCHOOLS INSTRUCTION AND EQUITY

JOB DESCRIPTION CREATION / REVISION DATE: 5/10/18

POSITION TITLE: Assistant Principal – Middle School

DEPARTMENT: Secondary Schools Instruction and Equity

REPORTS TO: Building Principal

SUPERVISES: Teachers & Support Staff

POSITION GOAL(S):

Work collaboratively with students, parents, and staff toward improved academic and social emotional growth as well as student/family engagement. Model a consistent communication and interpersonal behavior to foster community partnerships. Promote and maintain proper student behavior in alignment with the District and school goals, rules, and regulations. Oversee student services and extra-curricular activities. Participation on various district committees is required. Working hours may extend into the evenings and weekends. Some travel required.

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. Maintain proper student conduct in the building, on the school grounds, and on the buses, to develop and maintain the proper educational environment.

3. Interview, supervise, and evaluate all staff, both certified and non-certified in a complete and timely fashion, ensuring best practices in the related programs.

4. Promote the use of the behavioral components of Restorative Practice inquiry techniques and conferences, Response to Intervention (RTI) 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.

5. 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.

6. Organize and communicate the discipline process with building staff and offer feedback to staff, parents and students for discipline events.

7. Provide the supervision necessary for participants and spectators during after-school and evening extracurricular activities.

8. Lead and/or assist in the organization of before/after school family and community engagement activities with staff, students and community.

9. 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.

10. 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.

11. As requested by building administration, participate in building IEP Meetings for students currently enrolled.
12. Schedule the instructional programs, students, staff, and classrooms, including coordination efforts to streamline the registration process.
13. Assist in the development and maintenance of student and staff schedules.
14. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:
1. A minimum of three (3) years experience as an administrator preferred.
2. Three (3) years of successful teaching experience, preferably in grades 7 and 8.

EDUCATION:
1. Appropriate License - Professional Educator License (PEL) with General Administrative or Principal Endorsement.
2. PERA module designations required (Teachers).

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

TERMS OF EMPLOYMENT:
10 Month / 229 Day Work Year
Salary and benefits as established by the Board of Education.

EVALUATION:
Performance of this position will be evaluated in accordance with provisions of the Board of Education’s policy on evaluation of personnel.

Employee Signature: ___________________________ Date: ________________

Supervisor Signature: ___________________________ Date: ________________