

Middle School Assistant Principal

Purpose Statement

The job of Middle School Assistant Principal is done for the purpose/s of providing support to the instructional process with specific responsibility for directing assigned programs and services at a middle school; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities; and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Principal

Essential Functions

- Evaluates assigned personnel (e.g. teaching staff; support staff, etc.) for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates the development, communication, implementation and evaluation of quality learning (e.g. supervising educational, tutoring and school activity programs in accordance with building and district philosophy, etc.) for the purpose of enhancing excellence, equality and equity for staff and students.
- Facilitates meetings, processes, daily operational functions, etc. (e.g. appropriate building supervision, discipline, etc.) for the purpose of meeting curriculum guidelines and/or ensuring that state mandates are achieved.
- Facilitates communication between personnel, students and/or parents, community agencies (e.g. developing school climate that creates an instructional program conducive to student learning and professional growth for staff; utilizing effective practices to promote desirable student conduct, etc.) for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes (e.g. providing leadership to initiate, facilitate and sustain the process of the shifting focus from teaching to learning, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Participates in meetings, workshops and seminars (e.g. 504 meetings, IEP meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as needed and assigned (e.g. set up for all activities such as sporting events, assemblies, plays, and musicals; assists in selection, assignment, induction and evaluation of all assigned personnel; bus duty; lunch duty, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit even in the absence of the principal.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises school personnel and school events/activities (e.g. classroom observations, evaluations, special student and school events, etc.) for the purpose of monitoring performance, providing for professional growth, achieving overall objectives of school's curriculum, and ensuring operational effectiveness and school safety.

- Supports principal for the purpose of providing assistance with administrative functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; administering personnel policies; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; classifying data and/or information; comparing results; conducting interviews; counseling and mentoring employees; critical observation; enforcing discipline policies; enforcing rules and regulations; facilitating meetings; interviewing techniques and practices; investigating problems; and planning agendas/meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; concepts of management and supervision; accounting/bookkeeping principles; business telephone etiquette; grammar, spelling and punctuation; health standards and hazards; keyboarding; knowledge of community resources; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals; principles of negotiation/arbitration; and school safety and security practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; adapting to changing work priorities; available on-call; meeting deadlines and schedules; working extended hours; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Administrators Credential State Boards

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade