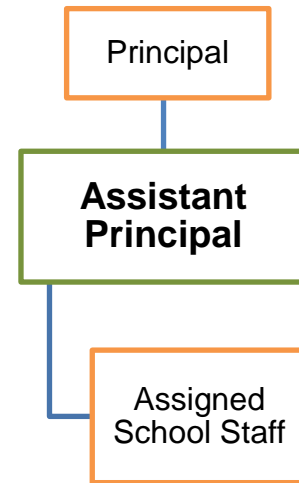


ASSISTANT PRINCIPAL, MIDDLE SCHOOL

Job Title:	Assistant Principal, Middle School
Initial:	May 26, 2010
Revised:	
Work Year:	205 days
Office:	Education
Department:	Assigned School Zone
Reports To:	Principal
FLSA Status:	Exempt
Pay Range:	Administrative Salary Schedule

Related Organization Chart



POSITION SUMMARY: The Assistant Principal (AP) assists the Principal with leadership, direction, supervision, operations and accountability at the assigned middle school.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Serve as an instructional leader by monitoring implementation of professional development in classrooms and grade level/content area meeting.
- Implement and monitor school-wide behavioral expectations and policies including monitoring attendance trends and overseeing truancy interventions; address safety and welfare issues by holding meetings with parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and regulations.
- Create partnerships with parents and community.
- Implement instructional and assessment strategies by collecting and analyzing student achievement data, facilitating discussions among teachers and staff and working with the Principal and District Instructional Coaches to plan professional development.
- Address building management concerns by working with the custodial staff, office staff, teachers and District staff including implementing school-wide safety and emergency protocols.
- Supervises assigned building staff, including assigning and directing work, interviewing, evaluating performance, disciplining and resolving issues.
- Collaborate and develop master schedules and plan, schedule, and coordinate school projects.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Resolve student issues by meeting with students, parents, teachers and other school staff and designing a plan of action.
 - May supervise athletic events by attending events, monitoring student behavior, providing officials with necessary information.
 - Attend Special Education staffing and IEP meetings as needed.
 - Perform other duties as assigned.

Supervision & Technical Responsibilities: Directly supervises and evaluates assigned school staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include addressing complaints and resolving problems, assisting with interviewing and hiring and training employees.

Budget Responsibility: Administers parts of the budget at the direction of the principal. Responsible for administering, monitoring and coordinating the building's activity allotment that is used to purchase athletic equipment and pay for ongoing staff supervision at various athletic and building-wide extra/co-curricular activities.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Master's degree in education plus additional coursework required for certification or licensure.

Experience:

- Over 3 years and up to and including 5 years of experience in classroom teaching.

Knowledge Skills & Abilities:

- Advanced oral and written communication, interpersonal, public relations, instruction, curriculum, facilitation, management, decision making, computer and organizational skills.
- Strong understanding of teaching and learning.
- Knowledge of school law, school finance/budgets, conflict management and behavior management.
- Ability to work with students and parents with various backgrounds and abilities.
- Operating knowledge of and experience with personal computer, computer software and basic office equipment.
- Operating knowledge of student information system required within 2 months after hire.
- English language skills required.
- Oral and written fluency in second language may be preferred or required based on building assignment.

Certificates, Licenses, & Registrations:

- Valid Colorado Principal License or eligibility at time of hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl;

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is occasionally required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.