

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Administrator – Assistant Principal – Middle/Senior High School
Reports To: Middle/Senior High School Principal
Approved By: Board of Education
Approval Date: April 5, 2022

SUMMARY

The Assistant Principal assists the middle/senior high school principal in promoting the educational well-being of each student in the school. The Assistant Principal provides supervision, resolves discipline problems, and ensures the discipline policy is administered in a fair and consistent manner. The Assistant Principal will work with the building principal to instill a climate conducive to student learning with an emphasis placed on students exhibiting mutual respect. The Assistant Principal will work to ensure a safe learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Assistant Principal assists the principal in the overall administration of the school.
2. The Assistant Principal will follow appropriate due process procedures, document, and resolve discipline issues, including, collaborating with the staff, parents, and outside agencies, to ensure that the discipline policies are administered in a fair and just manner to provide an optimum learning environment.
3. The Assistant Principal distributes and disaggregates the collection of data (Failure Rates, Testing, Grad Rates, Diplomas)
4. The Assistant Principal supervises the development, implementation, distribution, and orientation of the student handbooks to ensure that the students are aware of the policies and procedures of the middle/senior high school and district.
5. The Assistant Principal conducts research on discipline and welfare with parents, faculty, counselors, support service personnel, students, and discussion with other school districts in order to make recommendations to the middle/senior high school principal for revising discipline policy and procedures.
6. The Assistant Principal shall be the designated K-12 School Safety Specialist and assume responsibilities associated with that position.
7. The Assistant Principal develops and maintains a liaison with community and governmental agencies in regard to problems relating to drug and alcohol abuse, truancy, homelessness, mental health initiatives, and other social and disciplinary issues.
8. Assist with the dissemination of information regarding school and district programs, policies, and procedures to keep the various stakeholders aware of the school's activities.

9. The Assistant Principal assists with middle/senior high school programming including participating in special education conferences and meetings as assigned.
10. The Assistant Principal assists in the development and monitoring of the Response to Intervention (RTI) program grades 6-12.
11. Assist in the supervision of middle/senior high school students during student arrival, throughout the school day, during student departure, and as needed for co-curricular and extracurricular programs held outside the regular school day.
12. The Assistant Principal assists in securing, administering, supervising, and preparing reports for various state, federal and foundation grants.
13. The Assistant Principal serves as the 6-12 Special Needs Coordinator, including scheduling move-in and initial case conferences, participating in case conferences, acting as a liaison between Joint Services for referrals and scheduling needs, and maintaining master lists of students and services.
14. The Assistant Principal completes observations of staff as assigned.
15. The Assistant Principal performs other tasks as directed by the middle/senior high school principal and by the Superintendent.