

## **WAUNAKEE COMMUNITY SCHOOL DISTRICT**

### **WAUNAKEE COMMUNITY MIDDLE SCHOOL ASSISTANT PRINCIPAL**

#### **Job Description**

- QUALIFICATIONS**
- 1) Certification as required by the State of Wisconsin.
  - 2) Any other qualifications the Board of Education may deem necessary or desirable.

**REPORTS TO:** Middle School Principal

#### **GENERAL FUNCTIONS:**

The Waunakee Community Middle School Assistant Principal under the supervision of the principal and superintendent is responsible for the discipline, attendance and supervision of students as assigned by the principal. The Assistant principal is expected to carry out the duties identified within this document and all other duties that may be assigned in a manner that will meet the standards established by the superintendent and the Board of Education.

#### **ESSENTIAL FUNCTIONS:**

**A. Leadership**

The middle school Assistant principal will:

1. Support the vision for the school that is articulated by the middle school principal and aligned with the vision for the district.
2. Collaborate with the middle school principal to create and cultivate safe and positive school culture and climate for students and staff.
3. Involve staff in shared decision-making under administrative leadership
4. Work with the building level principal and staff to develop and support building level goals that reflect the educational objectives of the district.
5. Collaborate with the principal to develop and disseminate systems that describe and define staff responsibilities and provide opportunities for staff to develop and use their leadership skills.
6. Support the established chain of command and Assistantd responsibilities.
7. Identify and delegate responsibilities and leadership to staff in the area of co-curricular assignments.
8. Gather input and data from staff on his/her own performance.
9. Support a partnership with the principal to provide positive leadership or students and staff.

B. Human Relations

The middle school Assistant principal will:

1. Involve staff in fostering a safe and positive school climate.
2. Collaborate to promote clear expectations, well-defined channels of communication and relationships between administrators, students, parents/guardians, and staff.
3. Involve parents/guardians, teachers, and students in gathering and disseminating information related to school and district programs and policies.
4. Develop and employ constructive problem-solving strategies with students, staff, supervisors and colleagues in the district.
5. Contribute to the administrative team in a collaborative, cooperative and constructive manner to support the overall vision and goals of the district.
6. Promote positive relationships with students, parents/guardians and staff.

C. Personnel

The middle school Assistant principal will:

1. Supervise and evaluate instructional staff by implementing established district procedures.
2. Participate in the interviewing and recommendation process as requested by the principal.
3. Carry out the educational agreement as it related to personnel.
4. Provide leadership and direction for effective teaching practices by:

D. Student Activities

The middle school Assistant principal will:

1. Create and maintain a positive learning environment for students
2. Participate in creating, implementing and communicating expectations, procedures, and practices.
3. Organize and schedule student activities,
4. Collaborate with the principal in organizing and assigning staff to ensure proper direction and supervision of student activities.
5. Provide leadership for the maintenance, assessment and improvement of co-curricular activities.
6. Encourage and support student participation in school-sponsored activities.
7. Collaborate with staff and the principal to establish opportunities for parent/guardian and community involvement in school programs and activities.

E. School Management

The middle school Assistant principal will:

1. Implement district policy as it related to students, parent/guardians and staff.
2. Provide information or prepare required reports or forms to the building principal, directors and superintendent.
3. Recommend physical plant improvements to the principal

F. Professional and External Relations

The middle school Assistant principal will:

1. Serve as advocate for early adolescent learners and appropriate middle level education
2. Participate in professional activities on a local, state and national level.
3. Remain current in and promote research and practices related to early adolescent learners, middle level education and instructional leadership
4. Develop relationships with community agencies and activities to support the school program.

G. Other Duties as Assigned

The middle school Assistant principal will:

1. The middle school principal will serve as the principal in the absence of the building principal and perform all other duties as assigned.

Legal Ref.:    Sections        118.24 Wis. Stats.  
   121.02(1)(a)  
   PI3, Wisconsin Administrative Code  
   PI8.01(2)(a)+(q)

Adopted:        1/13/86

Revised:        4/22/91  
                         March 1994  
                         May 10 1999  
                         June 7 1999  
                         October 2006  
                         October 2009

Waunakee Community School District