

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Assistant Principal, Middle School

Purpose of the Job

The Assistant Principal shall be an instructional and management leader who creates a school environment that promotes good citizenship and supports learning.

Essential Job Functions

1. Assume a leadership role in building a positive school climate utilizing state, district, school, and community resources.
2. Assume a leadership role in developing and maintaining excellent safety and support programs and services.
3. Assist in development and administration of school improvement plans.
4. Provide leadership and administrative support for; community partnerships for student success programs, student attendance, student rights and responsibilities, student athletics and activities, emergency preparedness, and violence prevention.
5. Model skills and strategies that assist adolescents in becoming responsible for self socially, emotionally, and academically.
6. Model skills and strategies that build professional, nurturing relationships with students and staff.
7. Model skills and strategies for positive relationships with parents and community members, especially in conference situations.
8. Assist in the selection, placement, professional development, supervision, and evaluation of staff.
9. Be responsible for the school in the absence of the principal.
10. Communicate effectively with parents and the community.
11. Work collaboratively with educators providing special education services to meet needs of students with disabilities.
12. Work collaboratively with diverse groups to solve challenges.
13. Administer policies, rules, and regulations established by the State of Washington, State Board of Education, local Board of Directors, and the North Kitsap School District Administrative Team.
14. Perform other related duties as assigned.

Qualifications:

Education & Experience:

1. Master's Degree in school administration, supervision, curriculum, or related field.
2. Minimum of three years successful public school teaching experience, grades 6-12 preferred.

Knowledge Skills & Abilities:

Licenses, Certificates & Special Requirements:

3. Possess valid Washington State Teaching Certificate.
4. Possess a Washington State Principal Certificate.

Reporting Relationship:

The Assistant Principal reports directly to the building principal.

Conditions of work:

Union Affiliation:

NKSAA

FLSA Status:

Exempt

Wage Range:

NKSAA

Job #

Job History:

Created: 4/00; Revised: 9/10

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice