ST. HELENS SCHOOL DISTRICT 502
POSITION DESCRIPTION
ASSISTANT PRINCIPAL - MIDDLE SCHOOL

Position Title:	Assistant Principal - Middle School	
Department:	Administration	
Reports To:	Supervisor / Principal	
Prepared By:	William A. Willey, Director of Personnel	Date: Feb. 18, 2000
Approved By:	St. Helens School Board	Date: May 22, 2000

1. SUMMARY: The Assistant Principal is responsible and held accountable for all functions within an individual building as per assigned by the building Principal. Assistant Principals are expected to demonstrate leadership in the organization and school improvement. An Assistant Principal is a role model for staff, students, parents and community and is expected to have high standards for all concerned. A building Assistant Principal is expected to help manage a building with integrity and ethics.

2. QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Hold a Master's Degree.
2. Hold an appropriate Oregon Administrative Certificate for the position assigned as outlined in Oregon Rules for Certification of Public School Teachers, Educational Specialists, and Administrators.
3. Have demonstrated through professional experience qualities of leadership, communication skills, community, school relations and school improvement
4. Shows a personal and professional attitude of ethics and integrity.
5. Comments to provide quality education for all students.
6. Hold and maintain a drivers license.

3. SUPERVISORY RESPONSIBILITIES:

All personnel assigned by the principal.

4. ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The duties of the **Assistant Principal - Middle School** shall be, but not limited to the following. Additional duties may be designated by the Board, Superintendent and/or the Principal.*

7. Assists the principal in supervision of students throughout the school as assigned, including beyond the regular school day.
8. Assists the principal in evaluating staff.
9. Keeps accurate discipline, attendance and other data necessary for District , State and Federal reports.
10. Maintains positive relationships with parents, parent groups, volunteers and outside agencies.
11. Implements all policies and procedures of Board, ODE, State Law and TSPC.
12. Facilitates resolving school and staff issues.
13. Knowledge and ability to apply best practices and current research at level assigned.
14. Communicates clearly in written expression and orally.
15. Able to use computer for data collection, analysis and work processing.
16. Ability to define problems, collect date and draw appropriate conclusion.

17. Ability to organize staff or committees to achieve desired tasks and outcomes.

18. May be assigned responsibility for athletics.
19. May be assigned responsibility for activities.
20. Facilities supervision after school programs and usage.
21. Assist in managing building safety to include fire, earthquake, and other drills.
22. Assists the building principal in preparing building budge.
23. Other duties as assigned by the principal or the superintendent.
24. See building description or addendum.

5. SALARY: Administrator shall be employed by the Board upon the recommendation of the Superintendent for a work period as agreed upon by the Board, Superintendent and Administrators. Salary will be determined by appropriate placement on a salary placement schedule agreed to by the Board and Administration.

6. EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of administrative personnel and in compliance with state laws.

7. PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision.

8. WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is moderately loud depending upon the activity in the particular part of the day.

9. OTHER:

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I _____ have read and understand the above
Print Name
requirements for this job position.

Signature _____ Date