

27J SCHOOLS

ADMINISTRATIVE POSITION JOB DESCRIPTION

Job Title: Middle School Assistant Principal
Last Modified: November 15, 2017, Reviewed December 2020
Work Year: 205 Paid Days
Department: Building Site Administration
Reports To: School Principal

POSITION SUMMARY: To act as an assistant to the Principal with instructional and organizational leadership, direction, supervision, operations, and accountability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists to lead the school vision, mission, and strategic improvement goals
2. Assists to distribute leadership to inspire change and support of an empowered school culture.
3. Ensures the delivery of high quality data-driven instruction to all students by monitoring implementation of professional development in classrooms and grade level/content area meetings.
4. Provides instructional leadership through professional development, coaching conversations, and professional learning communities to ensure high standards of instructional services to promote student educational development and achievement
5. Protects the health and welfare of students.
6. Has a rich understanding of middle school student learning and development rooted in educational theory as well as current brain research.
7. Responsible for the implementation of effective school systems and structures which may include, but are not limited to: school activities, athletics, discipline of students and staff, response to intervention (RTI), assessment, supervision of students, hiring and evaluation of staff, communication and collaboration systems, professional learning communities, master schedule, student scheduling, budget, collaborate advisory team (CAT), parent teacher conferences, back to school night, drills and emergency response planning and preparation, positive behavior intervention support (PBIS), Restorative Justice, instructional coaching of teachers, school maintenance and cleanliness, data collection, and technology.
8. Embraces diversity and acts in a manner that is respectful and inclusive of the variety of families, students and community members which the school and district work to serve.
9. Effectively and efficiently completes all assignments designated by the building Principal.
10. Regularly attends meetings both during and outside of the school day, as required by nature of the position and commitment, including district and building level committees.
11. Implement and monitor school-wide behavioral expectations and policies including monitoring attendance trends and 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.
12. Supervise employees by assigning and directing work, interviewing, evaluating performance, disciplining, and resolving issues.
13. Implement instructional and assessment strategies by collecting and analyzing student achievement data, and facilitating discussions among teachers and staff.
14. Collaborate and develop Master schedules and plan, schedule, and coordinate projects.
15. Other duties as assigned by the Building Principal.

EXPERIENCE AND ACADEMIC PREPARATION:

1. Current Principal license
2. Master's degree
3. 3 to 5 years teaching experience at the secondary level, preferably at middle school
4. Bilingual English/Spanish preferred

EQUIPMENT USED: Telephone, computer, facsimile machine, copiers, printers, audio/visual equipment and other business related equipment.

PHYSICAL REQUIREMENTS:**Ability to:**

1. grasp and manipulate office equipment and other similar tools and equipment.
2. distinguish small objects at near distances.
3. communicate regularly. (Speech/Hearing)
4. remain stationary and mobile for extended periods of time. (walking, standing, use of hands to finger, reach, stoop, kneel, crouch, or crawl), lift and/or move 50 pounds.

MENTAL REQUIREMENTS:

- Ability to compare, analyze, synthesize, and evaluate data and information and relies in on interpersonal skills when working with employees, students, parents, and community members.
- Ability to communicate, coordinate, facilitate, instruct, compute, compile, and negotiate in small and large group settings.

ENVIRONMENTAL CONDITIONS: The majority of this position's duties are performed inside. Position has little exposure to mild/adverse weather for outside safety/ supervision as required. There is little to no exposure to adverse environmental conditions