

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

ASSISTANT PRINCIPAL 12-MONTH

POSITION: Assistant Principal 12-Month

REPORTS TO: School Principal

LOCATION: Various Sites

NATURE OF WORK:

Assists the High School Principal with assigned responsibilities to implement and manage the policies, regulations, and procedures of the Board of Education to ensure that all students meet or exceed the Maryland College and Career Readiness Standards, following the approved curricula and directives of SMCPs, Achieving academic excellence requires that the Assistant Principal work collaboratively to lead and nurture members of the school staff and to communicate effectively with parents and members of the community. Inherent in the position are the responsibilities for discipline of students, supervision of staff, curriculum development, program evaluation, supervision of extracurricular activities, and general operations of the school.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally and in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations

- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

School Management

- Assumes responsibility for the operation of the school in the absence of the principal, in accordance with the Assistant Principal's job description and in compliance with all laws, administrative codes, and Board policies and regulations
- Assists the Principal with administrative functions of the school as assigned
- Conducts discipline meetings and suspension re-entry conferences in accordance with established school and district procedures, ensuring due process
- Organizes, manages, evaluates, and supervises effective and clear procedures for the functioning of the class assigned, consistent with operations of the total school, and consistent with the philosophy, mission, values and goals of the school and district, including instructional programs in the Maryland College and Career Readiness Standards, program evaluation, extracurricular activities, discipline systems to ensure a safe and orderly climate, financial management for the class, personnel management, and community relations
- Ensures compliance with all laws, administrative codes, board policies and regulations
- Supervises in a fair and consistent manner, effective discipline, and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and district, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students
- Assists the Principal in establishing a Master Schedule for the school
- Checks instructional materials and maintain inventories
- Prepares all required reports regarding violence, vandalism, attendance, and discipline matters
- Works closely with the Pupil Personnel Worker in monitoring and reporting of student attendance and in investigating truancy and attends court proceedings when necessary
- Displays the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school
- Supervises assigned non-classroom areas and non-instructional times, including arrival and dismissal of students
- Supervises activities of the class, including evening activities, and shares in the supervision of school-wide activities as assigned on a rotating basis
- Shares in the supervision of school-wide and extra-curricular activities, including evening events
- Notifies immediately appropriate personnel and agencies and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids
- Coordinates school and community resources for assigned students who need specialized assistance, including the services of the guidance counselor, social worker, nurse, psychologist, IEP Chairperson, Pupil Personnel Worker, and others who may assist the student and family
- Assists the Principal and the staff to create and maintain attractive, organized, functional,

healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments

- Assumes responsibility for the health, safety, and welfare of students, personnel, and visitors
- Follows procedures for emergencies and disasters, following State, local, and district guidelines
- Uses excellent written and oral English skills when communicating with students, parents, and colleagues
- Ensures that personnel and student record keeping procedures comply with State and federal law and district policy, and follows procedures for safe storing and integrity of all public and confidential school records
- Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
- Strictly observes, to avoid the appearance of conflict, all requirements of the Ethics Regulations regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submits in a timely fashion the required annual disclosure statement regarding employment and financial interests
- Performs any duties that are within the scope of employment and certifications, as assigned by the principal and not otherwise prohibited by law or regulation
- Adheres to Maryland school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations
- Works closely with the Class Advisor to coordinate activities of the class and extra-curricular activities that support the Maryland College and Career Readiness Standards.
- Maintains locker assignments with functioning combinations, and investigates reports of thefts from lockers and takes actions to correct
- Meets regularly with the administrative staff of the High School, to discuss the operation of the school, identify needs and report on successes

School Culture

- Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior
- Incorporates procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions
- Counsels students and work closely with parents to help students to assume responsibility for behavior and understand the consequences of their decisions
- Establishes a professional rapport with students and with staff that earns their respect
- Displays the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school
- Serves as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession
- Assists instructional staff and substitutes with motivating and disciplining students and classroom management strategies to encourage students to accept responsibility for behavior and learning
- Assists the Principal in supervising and evaluating the non-certificated staff of the school

- Works closely with the nurse to assist students injured in accidents
- Keeps the staff informed and seeks ideas for the improvement of the school
- Uses effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech
- Attends required staff meetings and serves, as appropriate, on staff committees
- Assures due process in carrying out the discipline code

Instructional Practices

- Supervises the instructional programs assigned by the principal, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development
- Ensures that the instructional programs engage the learner in tasks that require analytical and critical thinking, questioning the known, problem-solving, and creativity, that they address the range of skills and developmental needs found in the classroom, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement
- Assists the Principal in organizing and implementing a system for the evaluation and selection of equipment and instructional materials that are free of prejudice and stereotyping and designed to meet the Maryland College and Career Readiness Standards, using staff identified criteria reflecting the needs of the program
- Reviews regularly student work to ensure that it is rigorous, purposeful, and engaging
- Supervise personnel as assigned by the principal to ensure that all job responsibilities are met and exceeded
- Ensures that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth, and excellence, in accordance with law, Board policy, and contractual requirements
- Evaluates and monitors assigned programs and services to ensure that they are free of prejudice and stereotyping and meet Affirmative Action mandates

Data Driven Instruction

- Works with school-based leadership and the School Improvement Team to develop a comprehensive plan with annual student achievement targets, supported by parents, staff, and community members
- Analyzes student attendance, discipline, and achievement data to identify and eliminate disproportionality
- Supports the Principal in leading school-level planning processes to ensure the development, implementation, and evaluation of all school programs and activities.
- Supports the Principal in scheduling regular meetings of Professional Learning Communities to analyze student work/data to make data-based instructional decisions
- Supports the Principal in analyzing data obtained through observing teaching and learning to make recommendations for improvement for individual teachers and in the instructional program
- Supports the Principal to ensure that appropriate intervention/enrichment for individual

students are provided, based on results of assessments

Technology

- Demonstrates proficient use of student data management systems to analyze individual student data, teacher data and the effectiveness of the instructional program
- Uses technology for on-going root cause analysis of student performance to drive instructional decision making
- Demonstrates proficient use of technology resources for scheduling building use, ordering materials, managing staff absences, communicating with the school community, video camera monitoring, interview/hiring process, etc.
- Demonstrates proficient use of technology resources to observe and evaluate staff
- Demonstrates proficient use of technology resources developed by MSDE for school improvement

Professional Development

- Recommends opportunities for effective staff development that address the needs of the instructional program and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies
- Continues to grow professionally through collaboration with colleagues and professional growth experiences
- Summarizes, interprets, and disseminates current developments in discipline strategies, effective student motivation, learning theory and research, instructional strategies, and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations

Engage the Community

- Maintains visibility with students, staff, parents, and the community by attending school and community functions regularly to demonstrate a genuine interest in the students and staff
- Follows established procedures for providing information to staff, students, and parents, and the media
- Notifies the principal immediately of any unusual circumstances
- Provides regular opportunities for students to celebrate success in instructional programs and extracurricular activities and inform parents and the community of the accomplishments of students, staff, and the school
- Communicates regularly with parents, seeking their support and advice, to create a cooperative relationship to support the student in the school
- Represents the school and district at community, State, and professional meetings
- Uses effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech
- Maintains effective communications with agencies and resources outside of the school
- Maintains positive, cooperative, and mutually supportive relationships with the central administration, parents, and representatives of resource agencies within the community
- As directed by the principal, represents the school and district at community, State, and professional meetings

QUALIFICATIONS:

- Master's Degree
- Maryland Advanced Professional Certificate
- Maryland Administrator I or II endorsement
- Four (4) years excellent experience in teaching and working at the appropriate level
- Three (3) years of successful experience in a leadership role at the school or system level

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

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