

Assistant Principal, High School

Purpose Statement

The role of the Assistant Principal is to provide leadership, supervision, and administrative skills to foster an innovative learning environment. This position focuses on advancing teaching and learning practices, improving student achievement, and supporting a positive school culture.

Supervisory Relationship

Reports to: Principal

Essential Functions

- **Leadership in Learning:** Support staff evaluations, curriculum planning, and the implementation of 21st-century educational practices such as project-based learning, one-to-one technology, and a Multi-Tiered System of Support.
- **Meeting Facilitation:** Chair and facilitate various meetings including curriculum, safety, site advisory, special district committees, and conferences between parents, teachers, and students.
- **Collaboration:** Work with internal and external personnel, such as counselors, social workers, psychologists, community agencies, and parents, to address individual and group needs.
- **Classroom Observations:** Conduct classroom observations to coach and identify solutions for academic and behavioral issues.
- **Curriculum Development:** Facilitate district-level curriculum committees and department Professional Learning Communities (PLCs) to develop, articulate, revise, and evaluate curriculum, instruction, assessment, and professional development.
- **Communication:** Ensure effective communication among personnel, students, and parents through conferences, staff meetings, and scheduling.
- **Discipline Procedures:** Assist in maintaining high standards of student conduct and discipline, ensuring due process for student rights.
- **Policy Implementation:** Implement and adhere to school policies, procedures, and processes to ensure compliance with mandated requirements.
- **Administrative Functions:** Manage various school administrative functions such as student discipline, master scheduling, supervision of personnel, and coordination of before/after school activities.
- **Professional Development:** Participate in meetings, workshops, and seminars to stay informed about district directives, legislative compliance, and best practices.
- **Personnel Administration:** Assist in hiring, assigning, evaluating, coaching, disciplining, and recommending termination of staff to ensure high levels of competency and productivity.
- **Documentation:** Prepare reports, correspondence, audits, and other documentation to provide written references and convey information.
- **Community Engagement:** Represent the school in community forums to maintain support for educational goals and address school-related issues.
- **Substitute Principal:** Serve as acting principal in the absence of the regular principal to ensure continuous administrative coverage.
- **Instructional Leadership:** Provide instructional leadership at the classroom, building, and district levels.
- **Supervision:** Supervise school personnel and students to monitor performance, support professional growth, and achieve curricular objectives.
- **Training:** Train staff and students in problem-solving, conflict resolution, and measuring learning outcomes to enhance student learning.
- **Scheduling:** Utilize Project Lead to plan and create the master teacher and student schedule in conjunction with the Career Academy.

- **Cultural Programs:** Collaborate with staff and stakeholders to organize programs that celebrate cultural diversity and ensure appropriate programming for all students.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Planning and managing projects.
- Using software applications.
- Preparing and maintaining accurate records.
- Administering personnel policies.

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Knowledge

- Algebra and geometry.
- Reading technical information.
- Composing documents and facilitating group discussions.
- Conflict resolution.
- Bookkeeping principles.
- Management and supervision concepts.
- Statistical analysis.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Use job-related equipment.
- Work independently and with diverse groups.
- Adapt to changing priorities.
- Maintain confidentiality.
- Manage projects and work as part of a team.

Responsibility

Operate independently under broad organizational guidelines to achieve objectives. Direct a small work unit and monitor budget expenditures. Utilize resources from other work units as needed. Have a significant impact on the organization's services

Work Environment

Physical demands include occasional lifting, carrying, pushing, and pulling, and significant fine finger dexterity. Generally requires 55% sitting, 20% walking, and 25% standing. Minimal temperature variations and a generally hazard-free environment.

Experience

Job-related experience within a specialized field is required.

Education

Master's degree in a job-related area.

Certificates and Licenses

Level I Secondary Principal Credential/Valid North Dakota Administrator's Certificate.

Valid North Dakota Teaching License.

Teaching Credential

Continuing Education/Training

Maintains certificates and/or licenses

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Exempt

Salary Grade

High School Assistant Principal