



Assistant Principal, Middle School

Purpose Statement

The position of Assistant Principal, Middle School at Bismarck Public Schools is designed to utilize leadership, supervisory, and administrative skills to function as a Lead Learner, fostering an innovative and supportive educational environment. This role aims to enhance teaching and learning practices and improve student achievement across the school.

Supervisory Relationship

Reports to: Principal

Essential Functions

- **Leadership in Learning:** Support the implementation of 21st-century educational practices, including project-based learning, one-to-one technology, standards-based education, and a Multi-Tiered System of Support.
- **Meeting Facilitation:** Chair and facilitate various meetings such as curriculum planning, safety committees, site advisory groups, and conferences with parents, teachers, and students to coordinate activities and achieve school, district, and state objectives.
- **Collaboration:** Collaborate with internal and external personnel and agencies, including counselors, social workers, psychologists, and community agencies, to address individual and group needs.
- **Classroom Observations:** Conduct classroom observations to serve as a coach, identifying and addressing academic and behavioral issues.
- **Personnel Evaluation:** Evaluate assigned personnel through classroom observations and coaching to ensure standards are met and performance is optimized.
- **Communication:** Facilitate effective communication among personnel, students, and parents to evaluate situations, solve problems, and resolve conflicts.
- **Curriculum Development:** Assist in the development, communication, implementation, and evaluation of high-quality learning to promote excellence, equity, and equality for staff and students.
- **Discipline Procedures:** Implement and manage discipline procedures to maintain high standards of student conduct and ensure due process for student rights.
- **Behavioral Interventions:** Intervene in instances of inappropriate student behavior, assisting students in developing successful interpersonal skills.
- **Administrative Management:** Manage school administrative functions, including facility maintenance, budgeting, staffing, attendance monitoring, safety inspections, and supervision of school activities, ensuring safe and efficient operations.
- **Professional Development:** Participate in meetings, workshops, and seminars to convey and gather necessary information for effective job performance.
- **Personnel Administration:** Assist in hiring, assigning, evaluating, coaching, and disciplining staff to maintain 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.
- **Instructional Leadership:** Serve as a resource for instructional leadership at the classroom, building, and district levels.
- **Substitute Principal:** Act as principal in the absence of the regular principal to ensure continuous administrative coverage.
- **Cultural Programs:** Work with staff and stakeholders to organize programs celebrating 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.
- Preparing and interpreting statistical analysis.

Knowledge

- Advanced math, including algebra and geometry.
- Reading technical information.
- Composing documents and facilitating group discussions.
- Conflict resolution.
- Bookkeeping principles.
- Management and supervision concepts.

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.

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 with increasing levels of responsibility is required.

Education

Master's degree in a job-related area.

Certificates and Licenses

Level I Secondary or Elementary Principal Credential.

Valid North Dakota Administrator's Certificate.

Valid North Dakota Teaching License.

Continuing Education/Training

Maintains certificates and/or licenses

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Exempt

Salary Grade

Middle School Assistant Principal