



# MONONA GROVE

## SCHOOL DISTRICT

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5301 Monona Drive, Monona, WI 53716

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[www.mononagrove.org](http://www.mononagrove.org)

### Position Description

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|-------------------------------|----------------------------|
| <b>Position Title:</b>        | Associate Principal        |
| <b>Department / Location:</b> | School Building            |
| <b>Reports to:</b>            | Building Principal         |
| <b>Employees Supervised:</b>  | Building staff as assigned |
| <b>Classification:</b>        | Exempt                     |
| <b>Status:</b>                | 12-month                   |
| <b>Created / Revised:</b>     | March 2025                 |
| <b>Board Approved:</b>        | May 13, 2025               |

#### **Position Summary**

Under the direction of the Building Principal, the Associate Principal supports the leadership of the Building Principal in the school. The Associate Principal manages the day-to-day operations of the school, including student discipline and attendance issues; school safety; and school climate.

#### **Essential Functions and Responsibilities**

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

#### **Essential Functions**

1. Assist the Building Principal in shaping the vision, mission, goals and continuous school improvement planning that aligns with the District's vision, mission, and goals.
2. Create and foster a healthy, positive, and safe school environment by building a sense of school community.
3. Assist the Building Principal in recruiting, selecting, developing, managing, and retaining high performing staff dedicated to maintaining a healthy school environment.
4. Assist the Building Principal in coordinating staff development activities.
5. Assist in the development of the master schedule.
6. Develop and implement student attendance procedures.
7. Manage the supervision of student activities.
8. Administer student transportation.
9. Supervise and evaluate staff, as assigned, and effectively address performance issues.
10. Assist in the implementation of student discipline, restorative practices, positive behavior interventions and supports.

11. Assist the Building Principal with the budget process.
12. Communicate effectively with students, parents, staff, community members, the Building Principal, the Superintendent, and the Board of Education.
13. Model culturally responsive best practices when engaging with students, staff and families
14. Provide support to the principal with instructional leadership

#### **Additional Job Functions**

1. Serve as a liaison between the school and the community.
2. Serve as the building administrator in the absence of the Building Principal.
3. Serve as Administrator for Instrumentality Charter School(s), as assigned.
4. Perform other duties as assigned by the Building Principal or Superintendent.

#### **Knowledge, Skills and Abilities**

1. Ability to facilitate teams.
2. Knowledge of culturally responsive instructional practices
3. Ability to work effectively with a diverse student population
4. Ability to establish and maintain effective relationships with staff, community partnerships and public.
5. Ability to effectively supervise the work of others.
6. Knowledge of multi-tiered systems of support.
7. Ability to communicate effectively orally and in writing with students, parents, staff, and community organizations.
8. Applying / implementing Restorative Justice practices when appropriate.
9. Skilled in community outreach.
10. Knowledge of curriculum and instructional practices

#### **Working Conditions**

1. Indoor office environment.
2. School environment.
3. Travel between buildings is required.

#### **Physical Requirements**

1. The person in this position needs to be able to move about inside the school building to visit classrooms and attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the District.
3. The person in this position must be able to remain in a stationary position 50% of the time.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. The person in this position must be able to converse with administrators and staff, and must be able to exchange accurate information with such individuals.
6. The person in this position must be able to observe teachers in their classrooms.

#### **Education and Experience**

1. Master's Degree in School Administration or closely related field required.
2. Three or more years of successful teaching experience.

#### **Licenses and Certifications**

1. Valid Wisconsin Principal license or evidence of eligibility to be licensed as a Principal in Wisconsin required.

**EEO Statement**

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

**Acknowledgement**

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

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Employee Signature

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Date Signed

*Disclaimer: This position description is subject to change at any time.*