

ST. MARY'S COUNTY PUBLIC SCHOOLS

SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

ASSISTANT PRINCIPAL – 11 M

POSITION: Assistant Principal – 11 Month

REPORTS TO: School Principal

LOCATION: Various Sites

NATURE OF WORK:

Assists the Elementary/Middle/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 State 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 the 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 or 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

- Assume responsibility for the operation of the school in the absence of the Principal, in accordance with the Assistant School Principal's job description and in compliance with all laws, administrative codes, and Board policies and regulations.
- Assist the Principal with administrative functions of the school as assigned.
- Conduct discipline meetings and suspension re-entry conferences in accordance with established school and district procedures, ensuring due process.
- Supervise 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.
- Prepare all required reports regarding violence, vandalism, attendance, and discipline matters.
- Work closely with the Pupil Personnel Worker in monitoring and reporting of student attendance and in investigating truancy. Attend court proceedings when necessary.
- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- Supervise assigned non-classroom areas and non-instructional times, including arrival and dismissal of students.
- Share in the supervision of school-wide and extra-curricular activities, including evening events.
- Immediately notify 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.
- Coordinate 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.
- Assist 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.
- Assume responsibility for the health, safety, and welfare of students, personnel, and visitors.
- Follow procedures for emergencies and disasters, following State, local, and district guidelines.
- Use excellent written and oral English skills when communicating with students, parents, and colleagues.
- Complete in a timely fashion all records and reports as required by law and regulation or requested by the principal.
- Answer correspondence promptly.
- Ensure that personnel and student record-keeping procedures comply with State and federal

law and district policy.

- Follow procedures for safe storing and integrity of all public and confidential school records.
- Protect the confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Observe strictly, 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 submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
- Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and not otherwise prohibited by law or regulation.
- Adhere to Maryland school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

School Culture

- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Incorporate 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.
- Counsel students and work closely with parents to help students to assume responsibility for their behavior and understand the consequences of their decisions.
- Establish a professional rapport with students and with staff that earns their respect.
- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Assist instructional staff and substitutes with motivating and disciplining students and classroom management strategies to encourage students to accept responsibility for behavior and learning.
- Meet regularly with the administrative team of the school to discuss the operations of the school, identify needs, and report on success.
- Assist the Principal in supervising and evaluating the non-certificated staff of the school.
- Work closely with the nurse to assist students injured in accidents.
- Keep the staff informed and seek ideas for the improvement of the school.
- Conduct meetings, as necessary.
- Use 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.
- Attend required staff meetings and serve, as appropriate, on staff committees.
- Assures due process in carrying out the discipline code.

Instructional Practices

- Supervise the instructional programs assigned by the principal, evaluating lesson plans, and observing classes regularly to encourage the use of a variety of instructional

strategies and materials consistent with research on learning and child growth and development.

- Ensure 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, and 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.
- Assist 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 Common Core State Standards, using staff-identified criteria reflecting the needs of the program.
- Regularly review student work to ensure that it is rigorous, purposeful, and engaging.
- Assist the Principal to ensure that Professional Learning Communities collaboratively develop common assessments for their student cohorts.
- Supervise personnel as assigned by the Principal to ensure that all job responsibilities are met and exceeded.
- Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth, and excellence, by law, Board policy, and contractual requirements.
- Evaluate and monitor assigned programs and services to ensure that they are free of prejudice and stereotyping and meet Affirmative Action mandates.

Data-Driven Instruction

- Work 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.
- Analyze student attendance, discipline, and achievement data to identify and eliminate disproportionality.
- Support the Principal in leading school-level planning processes to ensure the development, implementation, and evaluation of all school programs and activities.
- Support the Principal in scheduling regular meetings of Professional Learning Communities to analyze student work/data in order to make data-based instructional decisions.
- Support the Principal in analyzing data obtained through observing teaching and learning to make recommendations for improvement for individual teachers and in the instructional program.
- Support the Principal to ensure that appropriate intervention/enrichment for individual students are provided, based on results of assessments.

Technology

- Use technology to accomplish daily tasks.
- Demonstrate proficient use of student data management systems in order to analyze individual student data, teacher data, and the effectiveness of the instructional program.
- Use technology for ongoing root cause analysis of student performance to drive instructional decision-making.
- Demonstrate 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.

- Demonstrate proficient use of technology resources to observe and evaluate staff.
- Demonstrate proficient use of technology resources developed by MSDE for school improvement.
- Use technology to gather and analyze school attendance, discipline, and achievement data in order to identify and eliminate disproportionality.

Professional Development

- Recommend opportunities for effective staff development that address the needs of the instructional program and the needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
- Support the Principal in evaluating and monitoring assigned programs and services to ensure that they are free of prejudice and stereotyping and meet Affirmative Action mandates.
- Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- Summarize, interpret, and disseminate 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

- Maintain 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.
- Follow established procedures for providing information to staff, students, and parents, and the media.
- Notify the Principal immediately of any unusual circumstances.
- Provide 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.
- Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
- Represent the school and district at community, State, and professional meetings.
- Use 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.
- Maintain effective communications with agencies and resources outside of the school.
- Maintain positive, cooperative, and mutually supportive relationships with the central administration, parents, and representatives of resource agencies within the community.
- As directed by the principal, represent the school and district at community, State, and professional meetings.

QUALIFICATIONS:

Required:

- Hold a Master's degree from an accredited college or university
- Hold a Maryland Advanced Professional Certificate
- Hold a Maryland Administrator I or II endorsement
- Have at least four (4) years excellent experience in teaching and working at the appropriate level
- Have a minimum of three (3) years of successful experience in a leadership role at the school or system level

TERM OF EMPLOYMENT:

Full-time eleven-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 B.

BARGAINING UNIT ELIGIBILITY: SMASA

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