TITLE: **MIDDLE SCHOOL ASSISTANT PRINCIPAL**

QUALIFICATIONS: Administrative Certification
At least two (2) years of successful classroom teaching experience
Qualified to Evaluate Staff

REPORTS TO: Building Principal

JOB GOAL: To relieve the Principal of such impediments as prevent said Principal from fulfilling his/her chief responsibility of promoting the educational well-being of each student in the school.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Principal in the overall administration of the schools.
2. Serves as the Principal in the absence of the Building Principal.
3. Assists the Principal with evaluation of certified and educational support staff.
4. Serves on the building RtI team as directed by the Principal.
5. Serves on building Positive Behavior System (PBS) team as directed by the Principal.
6. Coordinates all homebound tutoring for middle school students.
7. Assists with Student Services activities including, but not limited to:
   a. Guidance services
   b. Discipline program
   c. Attendance monitoring and truancy
   d. Safety inspections and drills including bus evacuation, fire, tornado and any other emergency drills.
   e. Hallway supervision
   f. Extra-curricular supervision
   g. Public relations program for student activities
   h. Serves as liaison with youth serving agencies
   i. Coordinate parent conferences, as needed
   j. Assist at Special Education staffings, as needed
   k. Work closely with "at risk" students
8. Supervises after school detentions as needed.
9. Performs such record keeping functions as the Principals may direct.
10. Performs such other tasks and assumes such other responsibilities as the Principals or Superintendent may assign.

TERMS OF EMPLOYMENT: Work year shall be 210 days per fiscal year. It is required that the exact work calendar is coordinated with the Building Principal.

EVALUATION: Evaluation will be completed by the Building Principal.

Approved: July 8, 2015