



St. Helens School District
St. Helens, OR
Job Description

Job Title: Middle School Assistant Principal
Reports To: Principal, Superintendent

JOB SUMMARY

This position has primary responsibility for the middle school and student discipline and general support of the building principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Works in cooperation with the principal, keeping him/her informed of all developments and activities.
2. Coordinates student body activities, including tasks necessary to create an orderly and worthwhile program.
 3. Supervises attendance procedures and the attendance office.
 4. Enforces attendance laws and discipline policies as applicable to the middle school, working directly with parents, students, and staff.
 6. Works with staff members to implement an acceptable procedure for improving attendance and recording absences.
 7. Serves as liaison between middle school and police and/or juvenile departments.
 8. Evaluates staff as assigned by the middle school principal.
 9. Assumes other responsibilities as may be assigned by the middle school principal.
 10. Assists in recruitment, screening, and evaluation of personnel.
 11. Assists the principal in the development of a public relations program that furthers the community's understanding and support of the educational program (open house, parent conferences, newsletters, etc.)
 12. Informs principal of school activities and problems.
 13. Serves on district-level committees as assigned.
 14. Implements the district's K-12 Behavior Plan for appropriate student conduct and discipline if necessary.
 15. When student disciplinary action is necessary, suspends or recommends expulsion of students.
 16. Refers students who need special attention to counselors, psychologists, nurses, special education teachers, or other agencies.
 17. Notifies appropriate staff if students are removed from classes for disciplinary reasons.
 19. Assists the principal in coordination of school-wide PBIS program and implementation.
 19. Assists the principal in instructional leadership and staff development.
 20. Assists the principal in monitoring the instructional program.
 21. Interacts thoughtfully and courteously with students, staff and parents, and professionally resolves conflict.
 22. Professionally represents the school and the district in interactions with parents, community, staff, and students.
 23. Maintains appropriate certifications and training hours as required.
 24. Adheres to district policies and complies with applicable, local, state, and federal laws, rules and regulations.

25. Attends work regularly and be punctual.
26. Adheres to Dallas School District Workplace Expectations and Professional Communications standards.

MARGINAL DUTIES & RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Supervises students at activity nights.
2. Assists principal in monitoring and supervising PLC teams.
3. Systematically collect and review discipline/behavioral data.
4. Assists the principal in stocking the student store.
5. Oversees discipline communication to parents.

SUPERVISORY RESPONSIBILITIES

This position supervises middle school staff as assigned by the principal. Facilitates various meetings as assigned and presents information on various topics for the purpose of communicating information and gaining feedback.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Master's Degree in Education, Supervisor and/or Administrative License. Prior experience as a teacher and building administrator.
2. Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality; listening to others without interrupting, keeping emotions under control; remaining open to others' ideas, and contributing to district a positive team spirit. Demonstrated ability to successfully work with staff and public.
3. Ability to communicate fluently in English, both verbally and in writing. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies, or members of the community. Ability to write reports and business correspondence.
4. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio and percent and to draw and interpret graphs. Ability to apply concepts of algebra, geometry, and statistics.
5. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
6. Advanced level of computer competency.
7. Ability to appropriately communicate with students, teachers, parents, members of the community, and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.
8. Certificates as determined by the. Must have possession of, or ability to obtain, a valid Oregon Driver's License and ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee must regularly lift and/or move up to 20 pounds and occasionally up to 60 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in the district office with standard business office setting. The noise level in the work environment is usually low to moderate.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 12/1/2024

I have read and understand this job description.

Signature: _____

Date: _____