

School District of Lodi  
JOB DESCRIPTION

(A) 6/26/96  
(R) 3/9/20

Title: Building Assistant / Associate Principal

Qualifications:

1. A Master's Degree or higher
2. Valid Wisconsin Certification as principal
3. Three years experience in school administration and/or supervision preferred
4. Three year's successful experience as an educator
5. Such alternatives or additions to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Building Principal

Supervises: Personnel as assigned by Building Principal

Job Goal: Do what is best for the students of the School District of Lodi by providing the leadership and to develop the best possible learning environment for all students.

PERFORMANCE RESPONSIBILITIES:

1. Supervises support staff, providing assistance and making recommendations as necessary in the development and implementation of job duties and responsibilities.
2. Maintains high standards of student conduct and enforces discipline as necessary according to the due process rights of students.
3. Assists the Building Principal/Director of Student Services in recruiting, screening and recommending for hire all non-professional staff.
4. Assists Building Principal/Director of Instruction in training, assigning, orientation and directing of all non-professional staff.
5. Supports the implementation of curriculum and the educational program.
6. Assists Building Principal in selecting staff and scheduling all co-curricular activities in consultation with the athletic director.
7. Stays abreast of trends, developments, and research in the profession by attending professional meetings, reading professional journals and other publications and discussing

problems of mutual interest with others in the field.

8. Assumes responsibility as the attendance officer for his/her assigned school building.
9. Assists in the development and coordination of his/her assigned school instructional budget.
10. Inspects all classrooms, corridors and other spaces on a regular basis and reports problems regarding cleanliness, safety and building security.
11. Helps coordinate staff development .
12. Supports and contributes to the overall effort of the administrative staff and the management team.
13. Supports and implements Board policies and administrative rules and regulations relating to the school district.
14. Teaches classes, as necessary, in the absence of the teacher or qualified substitute.
15. Assumes additional duties and responsibilities as designated and/or assigned by the Building Principal.
16. Performs all other tasks as assigned by the Building Principal, Superintendent, and the Board of Education.

#### ESSENTIAL JOB FUNCTION DESCRIPTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students and program visitors.
3. Ability to meet standards of hygiene and appearance appropriate to the position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to learn and practice universal precautions in dealing with any body fluid spills.
6. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
7. Ability to maneuver from room to room.
8. Ability to perform repetitive tasks.
9. Ability to lift and carry a minimum of 20 lbs.

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10. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
11. Ability to supervise small/large groups of students.
12. Ability to follow district, building and program policies and procedures.
13. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
14. Ability to complete other appropriate tasks periodically assigned by Building Principal or District Administrator that are necessary or required to carry out responsibilities of the Building Assistant/Associate Principal position.

TERMS OF EMPLOYMENT:           Salary and work year to be established by the Board of Education