

**FRANKLIN COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

ASSISTANT PRINCIPAL OF ACADEMICS AND INSTRUCTION

Qualifications:

1. Master's degree or higher.
2. Valid teacher certification with coverage in educational leadership or administration/supervision.
3. Participation in District Leadership Program.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Principal

Job Goals

To assist in providing the leadership and vision necessary to develop and administer programs that optimize available human and material resources to provide successful high quality educational experiences for students in a safe and orderly environment.

Supervises: Administrative Assistant to School Administration, Instructional and Support Personnel as assigned by the Principal

Performance Responsibilities:

1. Assists in the development, implementation and monitoring of the Student Progression Plan, School Improvement Plan and School Climate Survey. Ensures adherence to the Required Instructional Guide.
2. Assumes leadership of the development, implementation and monitoring of an instructional framework supporting Standards-based lesson plans that follow the school's pacing guides.
3. Assumes leadership in the development and monitoring of Standards-based grading and gradebooks.
4. Assumes the responsibility of monitoring Reading/Mathematics interventions, arranges tutoring schedules and ensures data-based decision making.
5. Performs PLC leadership each month focused on data/reports.
6. Manages the inventory of all approved curriculum at the school level.
7. Assures that the approved curriculum is being used in instruction.
8. Provides structure and monitoring at the school level of all school programs that improve learning for the school's diverse population through *Level Data*.
9. Coordinates with testing facilitator to ensure testing occurs with fidelity, including assigning test administrators and proctors.
10. Assist teaching staff in establishing excellent classroom management practices.
11. Support teachers and substitute teachers in carrying out their duties, including frequent informal observations and walk-throughs of classes.
12. Confer with individual students and make appropriate academic interventions for student

**FRANKLIN COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

ASSISTANT PRINCIPAL OF ACADEMICS AND INSTRUCTION

- progression at the request of the Guidance counselors.
13. Ensure the roll-over of student population in MIS/FOCUS and assist in the development of the Master Schedule.
 14. Promote good school-parent relationships when discussing specific student problems with parents or legal guardians.
 15. Organizes and schedules school ceremonies and assemblies as assigned.
 16. Assist in monitoring student attendance and academic progress.
 17. Attend Bullying and/or Harassment Investigator Training and serve as a Bully/Harassment investigator.
 18. Attend all assigned trainings to support the position; including Instructional Framework, all Curriculum, ESE, CPI, Youth Mental Health, "Stop the Bleed", First Aid/Defibrillator trainings, etc.
 19. Attend IEP, 504, EP, MTSS meetings and Parent/Teacher conferences as assigned by the principal.
 20. Collaborates with Academic Coaches to ensure training for teachers in FOCUS, Gradebook, Standards-based lesson plans, Standards-based instruction, Classroom Management, etc. and uploads documents to the Title 1 crate.
 21. Assists in the observation/evaluation of assigned instructional and non-instructional personnel.
 22. Assume the responsibilities of Principal in his/her absence.
 23. Attend School board meetings as requested by the principal.
 24. Perform other duties as assigned by the Principal, District Administrative Staff and/or Superintendent.

Physical Requirements:

Light Work: Exerting up to 50 pounds of force occasionally and /or up to 20 pounds of force as frequently as needed to move objects.

Terms of Employment: (12 Month Personnel)

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

**FRANKLIN COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

ASSISTANT PRINCIPAL OF ACADEMICS AND INSTRUCTION

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

Print Employee Name

Employee's Signature

Date

Supervisor's Signature

Date