



## JOB DESCRIPTION

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|---------------------------|---------------------|
| <b>Job Title</b>          | Assistant Principal |
| <b>Department</b>         | Middle Schools      |
| <b>Reports To</b>         | Building Principal  |
| <b>Classification</b>     | Administration      |
| <b>Location</b>           |                     |
| <b>Salary</b>             | On schedule         |
| <b>Length of Contract</b> | 209 Days            |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Assistant School Principal administers the middle school according to District and School Board Policies and assumes major responsibility for leading and managing a wide variety of administrative tasks related to the students, staff, parents, and/or community members associated with the middle school. The Assistant Principal participates in a cooperative effort with other principals, administrators, and coordinators in developing a program of continuity for the entire school system.

## Essential Job Functions

- Assists the Principal in administrative tasks, including student attendance monitoring, transportation, and student safety.
- Supervises and evaluates staff.
- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Works toward proficiency of the components of the Wisconsin Framework for Principal Leadership.
- Collaborates with the leadership team and administration to develop school improvement plans and to facilitate professional learning.
- Collaborates with department leaders to monitor, evaluate, and respond to student learning outcomes.
- Collaborates with department leaders to ensure consistency in school function and to monitor, evaluate, and respond to student learning outcomes.
- Ensures the school improvement plan is implemented within departments they supervise.
- Assists in the formulation of the operating budget and makes decisions in the dispersal of budgetary funds.
- Assists department leaders in preparing department budgets.
- Provides oversight and direction for school level emergency response systems.
- Provides oversight and direction to Tier I, II, and III Positive Behavior Interventions and Supports teams.
- Coordinates with university officials and makes decisions in assigning and supervising student teachers.
- Coordinates and plans field trips and other out of building exercises.

- Works cooperatively with social welfare agencies, law enforcement services, and health departments.
- Maintains strong public relations with families and community.
- Cooperates with student services personnel in testing, counseling, referrals, and other student related activities.
- Plans, facilitates, and attends school and District meetings.
- Supervises and responds to general student behavior.
- Assumes the responsibility of the Principal in the absence of the Principal.
- Assists the principal in the supervision of extra-curricular school activities and activity funds.
- Stays current in professional growth through professional readings, seminars, workshops, and conventions.
- Attends school events to support students to gain additional academic and social/emotional success.

#### **Ancillary Job Functions**

- Stays current in the field through professional reading, seminars, workshops, and conventions.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Educational Administration or related field.
- Wisconsin Administrative Certification: Principal Licensure (#51).
- Minimum of three years of successful PK-12 educational experience.
- Mandt certified or must obtain certification as soon as practical after hire.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous administrative experience.
- Bilingual/bicultural skills.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to effectively plan, organize and manage time.
- Ability to learn and adapt quickly as situations change.
- Knowledge of current educational research, components of elementary/secondary programming, and best practices for instruction.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality in all tasks.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to demonstrate creative problem solving and conflict resolution skills.

- Ability to work effectively with students and student groups, staff, families, and the community.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Demonstrates an understanding and use differentiation in educational practices to address the achievement gaps.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Ability to travel to multiple District and community sites in compliance with the District driving policy.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office/school environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to sit for extended periods of time.
- Must be able to frequently talk and listen.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.