

ASSISTANT PRINCIPAL

Purpose Statement

The job of Assistant Principal was established for the purpose/s of supporting the Middle School Principal, performing school site activities as may be delegated by Principal; and representing the school within district and community.

This job reports to Principal

Essential Functions

- Assists Principal for the purpose of supporting him/her in the completion of their work activities.
- Attends extra curricular activities (e.g. sports activities, student centered activities, school concerts and programs, district programs, etc.) for the purpose of supporting students and staff in all school functions and ensuring continued rapport with students, staff and parents.
- Composes a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Coordinates teacher schedules and substitute teachers for the purpose of ensuring coverage for classrooms in the absence of the teacher because of illness, time off, traveling, etc.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates meetings, processes, etc. for the purpose of assisting the Principal and meeting curriculum guidelines and/or ensuring that state mandates are achieved.
- Implements policies, procedures, and/or processes (e.g. required reports regarding violence, vandalism, attendance discipline matters, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, purchase orders etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Supports principal for the purpose of providing assistance with administrative functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; performing accounting procedures; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; age appropriate activities; business telephone etiquette; concepts of grammar and punctuation; keyboarding; office methods and procedures; pertinent codes, policies, regulations and/or laws; stages of child development; standard office software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; establishing effective relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Masters degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Bachelors Degree in Education
Masters Degree in Education Administration
Professional Teaching Standards Board Certification

Continuing Educ. / Training

Continued Professional Growth

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Administrator