



MIDDLE SCHOOL ASSISTANT PRINCIPAL

Position Summary

The Middle School Assistant Principal assists the building principal in organizing and fostering a positive, safe environment that is conducive to best meeting the needs of all students, staff and parents. This includes such responsibilities as: leading, directing, counseling, and supervising a variety of personnel and programs; creating effective parent, teacher, and child communications; supporting, encouraging, mentoring, and evaluating staff; fostering teamwork between teachers and among staff and parents; and managing budget items. The assistant principal acts in the capacity of the principal during the principal's absence from the school.

Supervisory Relationship

The principal supervises the assistant principal, who supervises licensed teachers and support staff as assigned.

Essential Functions

- Assists the principal in the discharge of his/her duties at all times and acts in the capacity of the principal during the principal's absence from the school.
- Assists in the role of instructional leader to promote student behavior that is supportive, and conducive, to the implementation of the school's instructional programs and goals.
- Assists in the selection, training and implementation of District standards and initiatives.
- Assists with scheduling; implementation of goals and selection of instructional materials; analyzes test data; determines ways to improve instruction and student goals. Designs and implements programming for Title 1 (for Title schools only), assisting with programming for ESL students, etc.
- Assists the principal in the supervision and evaluation of classroom instruction.
- Assists in implementing instructional strategies, including supporting the needs of diverse learners, delivery methods, assessment, and staff development techniques for improvement of instruction.
- Assists in the orientation of new staff members to the teaching environment at the middle school, especially as it relates to the area of students, personnel policy and procedures and general building practices.
- Supports teachers who have students with behavior problems.
- Assists the principal with developing and managing the school budget and implementation of Human Resources policies.

- Maintains accurate student attendance records and strives to promote good student attendance.
- Assists with student orientation; counseling; discipline; due process; data gathering; student recognition; and securing student services with outside agencies. Cooperates with the School Resource Officer (SRO), the juvenile court system, and social service agencies.
- Assumes responsibility for implementing discipline procedures as stated in the Student Handbook. Develops innovative strategies, preventative approaches, and proactive plans for students who exhibit at-risk behaviors.
- Acts in a supportive role with the principal in work with parents, teachers, and the community to promote the effective flow of communications and ensure positive relations with parents, business leaders and community members. Listens and responds to parent concerns with sensitivity. Conducts parent and student meetings and attends all after-school activities.
- Promotes good school-parent relationships when discussing specific student problems with parents. Assists in organizing parent conferences, back-to-school nights and other times when staff is available to parents to discuss their child's learning and behavior.
- Represents the principal, in his/her absence, at school activities.
- Works with teachers and students to promote building maintenance and cleanliness. Assists in supervision of custodial staff; creating and implementing safety and crisis response plans; maintaining facility and equipment.
- Develops and manages a campus supervision plan and supervises the campus supervisors. Organizes and directs cafeteria supervision during lunch periods.
- Works in conjunction with the principal in supervising all school activities, i.e., field trips, orientation programs, assemblies, plays, musicals, and other special events.
- Supports substitute teachers in carrying out their duties.
- Supervises administrative detention for students.
- Assists in the promotion of positive school climate and staff morale through recognition programs and honoring those who excel.
- Promotes school safety by implementing safety drills for fire, lockdown, etc. Provides first aid and CPR if needed.
- Conducts search and seizures, works with law enforcement and enforces District discipline policies.
- Implements co-curricular activities, including athletics, athletic supervision and clubs.
- Assists with the evaluation of licensed and classified staff.
- Assists with developing the master schedule.
- Assists with: hiring and orientation of licensed and classified staff; teacher and classified employee evaluation; working through concerns and classroom management; planning and directing meetings, staff development, trainings and in-services; communications; listening, providing and receiving feedback, and encouragement for all staff.

- Serves on District-level committees as assigned by the principal or Superintendent. Attends conferences, workshops and meetings to keep informed of current practices and trends in education. Attends meetings of the school site council, advisory committees, etc. as requested beyond the regular workday.
- Performs such other duties as may be assigned by the principal.

Required Knowledge, Skills and Abilities

- Strong decision-making, analytical and organizational skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Knowledge of varied instructional strategies, how to support the needs of diverse learners, delivery methods, assessment, and staff development techniques for improvement of instruction.
- Intermediate to advanced knowledge of, and ability to, develop, monitor and evaluate curriculum, discipline plans and supervision/safety plans.
- Knowledge of understanding of adolescent physical, emotional, and intellectual development.
- Knowledge of effective behavior management techniques such as Positive Behavior Support (PBS).
- Ability to promote and follow Board and Administrative policies, and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Ability to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Excellent interpersonal relations and oral and written communication skills.
- Ability to effectively present information and respond to questions from parents, administrators, community stakeholders, etc.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Knowledge of curriculum design, planning, development, implementation and evaluation, assessment processes and how they should operate in an effective school.
- Ability to establish and maintain positive relationships with students, school personnel, parents, vendors, peers and other stakeholders.
- Ability to use tact, patience and courtesy when dealing with others.
- Ability to understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Qualify for a Standard First Aid and CPR certificate.

Minimum Qualifications

Education

- Bachelor's degree in Education or related field from an accredited college or university; Master's Degree desirable.
- Possess an Oregon administrator license.

Experience

- Minimum of five (5) years successful teaching experience, plus 3 years related administrative experience and/or training or equivalent combination of education and experience. Experience in supervision and administration preferred.
- Excellent human relations skills, speaking and writing skills.
- Knowledgeable of current public school laws.
- Successful experience working with secondary students.
- Previous experience working effectively with culturally and linguistically diverse groups.
- Training and/or experience in group facilitation and process management.

Work Environment

The assistant principal's workday may be long (very long). The workweek may include some weekends.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Administrator (TSPC)
Pay Grade	Grade 10
Developed by	Dr. Celia Feres-Johnson – Director of Human Resources
Reviewed By:	
Approved by	George Russell - Superintendent
Last revised	5/2009