Sheridan School District 48J Job Description

Position Title: ASSISTANT PRINCIPAL Date:

Supervisor: Principal Classification: Exempt

Attendance Standards:

JOB DEFINITION:

The Assistant Principal supports the principal in establishing an instructional vision and a focused plan for improving student achievement; monitoring and supervising instruction; supporting teachers in improving their instructional practice; creating a community of continuous learning for all staff and students; and fostering a culture of high expectations for all students.

ESSENTIAL JOB FUNCTIONS:

- 1. Participate in the development and evaluation of educational programs; encourage and support implementation of instructional programs, helping teachers pilot such efforts when appropriate; and promote the use of technology in teaching and learning process.
- 2. Promote a positive, caring climate for learning; deal sensitively and fairly with persons from diverse cultural backgrounds; and communicate effectively with students, staff and parents.
- 3. Participate in development of school improvement plans with staff, parents, and community members; help principal develop, maintain, and use information systems to track progress on school performance objectives and academic excellence indicators.
- 4. Observe employee performance, record observations, serve as evaluator for designated employee evaluation systems; and assist the principal in interviewing, selecting, and orienting new staff.
- 5. Articulate the school's mission to community and solicit its support in accomplishing the mission; and use appropriate and effective techniques to encourage community and parent involvement.
- 6. Supervise operations as assigned by the principal; may include activities such as daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules; supervise monitoring of student attendance and investigate when appropriate and comply with federal and state laws, State Board of Education rules, and board policy.
- 7. Ensure that students are adequately supervised during non-instructional periods; develop and/or help maintain a student discipline management system that results in positive student behavior; ensure that school rules are uniformly observed and that student discipline is appropriate and equitable: conduct conferences on student and school issues with parents, students, and teachers.
- 8. Participate in professional growth to improve skills related to current and future job assignment.
- 9. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- 1. Demonstrated ability to support systemic change and reform initiatives that produce gains in closing the achievement gap.
- 2. Demonstrated knowledge of high leverage, research-based instructional strategies and models for improving instructional practice.
- 3. Demonstrated proficiency in the use of data to assess student progress and inform instructional practice.

- 4. Effective interpersonal skills in managing and interacting with diverse groups of stakeholders.
- 5. Excellent time management and organizational skills.
- 6. Demonstrated ability to manage conflict through quality decision-making and effective problem solving.
- 7. Demonstrated proficiency with word processing, spreadsheet and presentation software.

WORKING CONDITIONS:

The Assistant Principal is frequently works beyond an eight-hour day and a five day work week attending meetings and supervising student activities and athletic events. Supervision responsibilities require the Assistant Principal to be able to stand for up to 45 consecutive minutes and move rapidly to intervene in situations where a student/s safety is being jeopardized. Supervision may also occur during times of inclement weather. The Assistant Principal needs to be able to lift materials, boxes, or equipment weighing up to 50 pounds.

The Assistant Principal must be tolerant yet assertive in order to communicate effectively in confrontational and emotional situations involving staff, students, and their parents/guardians.

CERTIFICATION AND LICENSING:

Oregon Administrative Certificate

job, the level of knowledge and skills typically not be considered an all-inclusive listing of we	as necessary to describe the principle functions of the required and the scope of responsibility, but should ork and physical requirements. Individuals may rork in other functional areas to cover absences or balance the workload.
I have read and understand this job description.	
Signature:	Date: