

**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Administration**

**JOB TITLE:** Assistant Principal – Middle School

**Job Purpose Statements:** The Middle School Assistant Principal supports the Middle School Principal in establishing the instructional climate of the school by assisting in the organization and supervision of the school's educational program, operation of the school facility, participation in staff and student activities, and establishment of effective community relations. The Assistant Middle School Principal is the primary administrator responsible for student discipline.

**Essential Job Functions:**

- **Establish** and **maintain** an effective culturally competent learning climate in the school
- **Lead** and **guide** activities and decisions with a racial and cultural equity mindset and lens
- **Enforce** a uniform discipline policy that will encourage and support positive student behavior.
- **Supervise** students during the school day and during extra-curricular activities to create and maintain a safe and respectful climate for students, participants and/or spectators.
- **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.
- **Provide** leadership in the development of the instructional program, based upon current research on effective middle schools.
- **Facilitate** communication between staff, students and parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- **Communicate** with staff to ensure that instructional programs meet student needs and district requirements.
- **Collaborate** with school counselors and support staff to develop programs to support individual student educational growth and development.
- **Evaluate** both licensed staff and classified staff, as assigned by the principal, according to procedures and timelines outlined by the District.
- **Assist** in supervising support services, including custodial, maintenance, security, food services.
- **Develop** and facilitate in-service programs for the staff's professional development and growth.
- **Interpret** and **implement** board policies, administrative regulations, and negotiated agreements.
- **Assist** the principal as directed.

**Other Job Functions:**

- **Participate** in Professional Learning Teams (PLT) and/or other small groups as assigned by the principal.
- **Support** the Site Team and the implementation of the School Improvement Plan (SIP).
- **Confer** and **collaborate** with other district administrators.

**Job Requirements-Qualifications:**

**Experience Required:** Five years experience as a building teacher and/or administrator. Preference will be given to administrators with middle school and/or high school experience.

**Skills, Knowledge and/or Abilities Required:**

*Skills* to demonstrate effective, interpersonal relationships in working with students, parents, teachers, support staff and administrators, as well as business and community groups. Excellent written and verbal communication skills including effective facilitation of meetings. Exhibit high level of personal and professional integrity and ethics.

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*Knowledge* of current research and best practices being used in middle schools, and skill in discussing problems of mutual interest with others in the field of school improvement and in performance-based educational programs.

*Abilities* to serve as a leader-coach to building level teacher leaders and to develop collaborative consensus building in groups; to maximize resources to achieve results and build programs.

*Abilities* to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain accurate records, establish and maintain cooperative working relationships with students, parents, other school personnel; meet schedules and deadlines. Prompt and regular attendance. Significant physical abilities include standing and walking for long periods of time, lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/visual accommodation.

**Educations/Licenses Required: Master's Degree. Eligible for appropriate Administrative License; valid driver's license and evidence of insurability; and Criminal Justice fingerprint clearance.**

Multi-Cultural preferred. Bi-Lingual preferred.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

**Terms of Employment:** 262 days per year. Salary to be established by the Board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

### **David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

### ***David Douglas School District is an Equal Opportunity Employer***

**Salary:** Salary and benefits based on 2024-2026 Administrator agreement  
Range \$138,926 - \$160,236; 260 day contract  
Position Start to Be Determined

**Application Process:**

Please submit:

1. Complete the online TalentEd Recruit & Hire Application,  
Apply at: <https://daviddouglas.tedk12.com//hire/index.aspx>
2. Include the following documents in your TalentEd Recruit & Hire application:
  - ☐ Personal letter of application stating why you are interested in this position
  - ☐ Current resume
  - ☐ Statement of your philosophy about student achievement (1 page)
  - ☐ Three (3) letters of recommendation
3. If selected candidates will complete an intensive interview process including: on demand activities, writing activities, and evaluation activities.

All application materials must be completed in full.

**TalentEd Recruit & Hire application open until:**

**May 22, 4:00pm for Internal Applicants**  
**May 28, 2025, 4:00pm for External applicants.**