



Baker School District 5J Job Description

Job Title: Secondary Assistant Principal
Reports To: Building Principal
FLSA Status: Exempt

JOB SUMMARY

Assistant Principals support the Principal in providing curriculum and instructional leadership. They supervise school site operations and receive, distribute and communicate information in support of District and School goals. Assistant Principals enforce school, District, and State policies, maintain safety of the school environment, and coordinate and/or supervise student activities. Assistant Principals communicate information to staff and address conflicts with students and/or staff that could negatively impact the school culture. The position includes assisting the Principal in evaluating classified and licensed employees according to district policy and state law, instructional coaching, and providing professional development to staff.

ESSENTIAL REQUIREMENTS

To perform this job successfully employee must be able to execute each requirement satisfactorily. These requirements are representative of the knowledge, skill, and/or ability needed for the position.

1. Hold or be eligible to hold an Oregon Administrator License by the first assigned workday.
 2. Knowledge and experience using the Danielson's Framework for Teaching Standards.
 3. Master's degree or greater in Education.
 4. A minimum of five years of successful teaching experience resulting in acquired skills in planning, organizing, and controlling a major area of responsibility.
 5. Skill at instructional coaching on using data, classroom management, instructional planning, and instruction pedagogy.
 6. Ability to apply effective principles of supervision and teaching to direct and motivate students and staff of the building.
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ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assumes administrative responsibility for all school functions in the absence of the principal.
2. Assists or develops a master schedule of course offerings aligned with graduation requirements, the District budget, teacher endorsements, and educational needs and interests of students.
3. Assists with all registration activities. Provides assistance and guidance to counseling staff in registering new students, processing schedule changes, transcript reviews, and problem solving with students and parents.
4. Supervises student conduct and behavior or provides for supervision of students on campus before and after school, during lunch, and at school-sponsored activities in compliance with District policies and state rules and regulations.
5. Assures the health, safety and welfare of students.
6. Disciplines students for violations of school, District, and state policies, rules, and regulations.

Refers students, as appropriate, for counseling services within the school, community, and/or medical profession.

7. Counsels students and parents with respect to attendance, behavior, attitudes, probation and/or suspension to reduce or eliminate unacceptable behavior.
8. Directs and coordinates school counselors to determine the status of entering students and what is needed to fulfill graduation requirements and meet essential skills.
9. Coordinates a balanced assessment plan that supports student learning, quality instruction, and meets state and federal regulations.
10. Directs the preparation and maintenance of a variety of District, County, State and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement, certification for graduation and others as directed.
11. Interviews, selects, directs, evaluates and supervises certificated and classified personnel; assign faculty, counselors and other staff as appropriate to meet school goals.
12. Directs and implements plans of assistance.
13. Evaluates staff including formal and informal classroom visitations and observations. Recommends disciplinary action, reassignment or termination action for staff as appropriate. Documents and collects evidence of substandard performance.
14. Directs the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicates with teachers to assure instructional programs are implemented with fidelity and meet student needs.
15. Directs the implementation of staff development and in-service training. Updates staff on revised policies and procedures and implement changes.
16. Plans and directs the business operations of school; assists in developing and administering building budgets; assures proper allocation of funds for instructional and non-instructional equipment and materials.
17. Coordinates the maintenance and operations of the school site; assures proper management, maintenance and inventory of materials, equipment, buildings and grounds.
18. Enforces applicable Federal, State and District codes, policies and laws; administers District and school site discipline and intervention policies and safety programs.
19. Establishes, coordinates and maintains communication with community and parent groups, law enforcement and other officials; responds to and resolves parent, student and staff complaints; attends IEP and other meetings as assigned; represents the school at Board, District and community functions.
20. Maintains satisfactory attendance, as defined in District policy and regulations (G CBD/GDBD).
21. Maintains confidentiality in all areas.
22. Performs other duties and responsibilities as required by the Building Principal and/or Superintendent.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend and participate in staff meetings, administrative meetings, board meetings, negotiation meetings and other such meetings as requested.
2. Report issues to authorities as necessary, animal control, suspicious activity, etc.
3. Reports safety, sanitary and fire hazards immediately.

SUPERVISORY RESPONSIBILITIES

The Assistant Principal supervises and evaluates select staff as directed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience: Master's degree in Education. Knowledge of the principles and practices of effective supervision and personnel management. Supervisory experience which demonstrates possession of the knowledge and abilities necessary to perform the duties of the position.
- Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- Language Skills: Excellent written and oral communication skills. Ability to communicate fluently verbally and in writing in English. Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, and governmental regulations. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies or members of the community. Ability to effectively present information to directors, administrators and the Superintendent. Ability to write reports and business correspondence.
- Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Reasoning Ability: Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Computer Skills: Proficiency in the usage of word processing software, database software, internet software, and e-mail. Ability to proficiently use programs in the Google Suite: Google Docs, Google Slides and Google Sheets. Ability to type accurately and proficiently.
- Other Skills and Abilities: Ability to train, supervise and build strong team relationships; Ability to appropriately communicate with staff at all levels and others including community partners, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions and competing priorities.
- Certificates, Licenses, Registrations: Licenses and certificates as determined by BSD 5J. Yearly completion of SafeSchools online training required.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision

abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus. The employee must be able to make reasonable decisions under pressure.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As an exempt employee, occasionally perform work beyond a normal 40-hour work week when workload requires.

The work environment is in a school that combines standard office settings including standard office equipment (fax, copier, phone, computer, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate but occasionally high depending upon student population and activities. The employee may be exposed to bloodborne pathogens. The employee is occasionally exposed to wet or humid outdoor weather conditions.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: HR Department

Prepared Date: February 2023

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee

Date