



JOB DESCRIPTION

Job Title	Assistant Principal
Department	Middle School
Reports To	Building Principal
Classification	Administration
Location	
Salary	On schedule
Length of Contract	209 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Assistant Principal assumes major responsibility for leading and managing a wide variety of administrative tasks related to the students, staff, parents, and/or community members associated with the school and school district, remaining consistent with policies of the Board of Education and under the leadership of the Principal. The Assistant Principal is expected to work with leadership at all levels of administration to provide a program of continuity throughout the school system, working closely with the school improvement process, and is responsible for a variety of school administrative functions.

Essential Job Functions

- Assists the Principal in administrative tasks, including student attendance monitoring, transportation, and student safety.
- Supervises and evaluates staff.
- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Works toward proficiency of the nineteen components of the Wisconsin Framework for Principal Leadership.
- Collaborates with the leadership team and administration to develop school improvement plans and to facilitate professional learning.
- Collaborates with department leaders to monitor, evaluate, and respond to student learning outcomes.
- Collaborates with department leaders to ensure consistency in school function and to monitor, evaluate, and respond to student learning outcomes.
- Ensures the school improvement plan is implemented within departments they supervise.
- Assists in the formulation of the operating budget and makes decisions in the dispersal of budgetary funds.
- Assists department leaders in preparing department budgets.
- Provides oversight and direction for school level emergency response systems.

- Provides oversight and direction to Tier I, II, and III Positive Behavior Interventions and Supports teams.
- Coordinates with university officials and makes decisions in assigning and supervising student teachers.
- Coordinates and plans field trips and other out of building exercises.
- Works cooperatively with social welfare agencies, law enforcement services, and health departments.
- Maintains strong public relations with families and community.
- Cooperates with student services personnel in testing, counseling, referrals, and other student related activities.
- Plans, facilitates, and attends school and District meetings.
- Supervises and responds to general student behavior.
- Assumes the responsibility of the Principal in the absence of the Principal.
- Assists the principal in the supervision of extra-curricular school activities and activity funds.
- Stays current in professional growth through professional readings, seminars, workshops, and conventions.
- Attends school events to support students to gain additional academic and social/emotional success.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Educational Leadership or related field.
- Minimum of five years of related experience.
- Principal (51) license.
- NCI certified or must obtain certifications as soon as practical after hire.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum of five years of successful teaching experience at the secondary level.
- Administrative experience at the secondary level.
- Advanced graduate work beyond master's degree.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to use a systemic and cooperative approach in carrying out assignments while making effective use of resources.
- Ability to learn rapidly and adapt quickly to changing situations.
- Broad general knowledge of curriculum, instruction, and assessment.
- Strong leadership skills.
- Ability to make critical evaluations/suggestions for improving student outcomes.

- Working knowledge of school business functions.
- Expertise in student scheduling.
- Ability to work effectively with staff, families, the community, and students/student groups.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/school environment and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to work at desk/computer for extended periods of time.
- Must be able to frequently talk and listen.