

THE ROLE OF THE ASSISTANT PRINCIPAL

Position Summary

The Assistant Principal supports the 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:

- daily classroom walk-throughs/instructional rounds;
- 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;
- 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;
- the selection, training and implementation of the Division mission, vision and values;
- scheduling; implementation of goals and selection of instructional materials; analyzes test data; determines ways to improve instruction and student goals;
- the supervision and evaluation of classroom instruction;
- implementing instructional strategies, including supporting the needs of diverse learners, delivery methods, assessment, and staff development techniques for improvement of instruction;
- the orientation of new staff members to the teaching environment at the school, especially as it relates to the area of students, personnel policy and procedures and general building practices;
- supporting teachers who have students with behavior problems;
- developing and managing the school budget and implementation of Human Resources policies;

- maintaining accurate student attendance records and strives to promote good student attendance;
- assisting/leading the student orientation; counseling; discipline; due process; data gathering; student recognition; and securing student services with outside agencies;
- assuming 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;
- supporting the 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;
- promoting 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;
- representing the principal, in his/her absence, at school activities;
- working 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;
- working in conjunction with the principal in supervising all school activities, i.e., field trips, orientation programs, assemblies, plays, musicals, and other special events;
- supporting substitute teachers in carrying out their duties;
- supervising administrative detention for students;
- assisting the promotion of positive school climate and staff morale through recognition programs and honoring those who excel;
- promoting school safety by implementing safety drills for fire, lockdown, etc.;
- implementing co-curricular activities, including athletics, athletic supervision and clubs;
- assisting with the evaluation of certificated and non-certificated staff;
- assisting with developing the master schedule;
- assisting with: hiring and orientation of staff; teacher and support staff 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;

- serving on Division 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; and
- performing such other duties as may be assigned by the principal.