



JOB TITLE: Assistant Principal
CLASSIFICATION: Certified
SUPERVISOR: Principal
JOB CODE: 0210 - 0220
CONTRACT: 210 - 215 Days

GENERAL STATEMENT OF AUTHORITY AND RESPONSIBILITY

The Assistant Principal acts as the Principal's executive officer. As such, he/she assists the Principal in the administration of the school, and is in charge in the absence of the Principal. The exact responsibilities of the Assistant Principal in each of the major areas listed below are designated by the Principal.

SUPERVISION RECEIVED

The Assistant Principal is responsible to the Principal, and to the appropriate director when acting as principal.

SUPERVISION GIVEN

The Assistant Principal is responsible to the Principal as authorized by him/her, and directly supervises areas of activity and personnel such as curriculum, instruction and management as designated by the Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Instructional Leadership

1. Develops and maintains a building philosophy consistent with the district philosophy.
2. Develops ways in which to communicate effectively the philosophy of the district and school to the school community (staff, parents, students and community members).
3. Participates in the development of district-wide curriculum.
4. Keeps informed and up-to-date regarding new developments in curriculum, instruction and management.
5. Assists staff members in selecting appropriate and significant objectives for instructional improvement.
6. Provides, when possible, the materials and facilities necessary for the teacher to accomplish instructional objectives.
7. Establishes management routines and procedures that utilize staff personnel in the best interests of the school community.
8. Provides leadership in understanding and implementing

instructional strategies.

9. Provides leadership in developing, understanding and implementing curriculum.
10. Compliance with the *Eight Keys to Employability*.
11. Abide by Teacher Standards and Practices Commission "*The Ethical Educator and Professional Practices*".

Administration (Management)

1. Deploys personnel, materials and equipment to maintain and improve the learning environment.
2. Maintains accurate record keeping procedures and submits accurate reports.
3. Designs and implements plans of long range significance.
4. Makes recommendations for facility needs.
5. Develops routines and procedures to assure student and staff safety.
6. Prepares building budget requests consistent with district guidelines.
7. Coordinates all ancillary operations with the educational program.
8. Determines selection, placement and utilization of building staff.
9. Recognizes limits of responsibility and authority.

Pupil Relations

1. Establishes routines and procedures to manage student conduct.
2. Shows concern for the individual student.
3. Maintains necessary and desirable individual student records including confidentiality.
4. Creates a school climate which demonstrates a sound approach toward the establishment of an effective learning/work environment.
5. Involves staff members in the study and implementation of policies, procedures and activities that enhance a positive school climate.
6. Creates and shares sources of data, and uses such data for making major decisions affecting students.

Staff Relations

1. Provides leadership and direction for others by positive modeling.
2. Utilizes effective instructional strategies as appropriate for staff development.
3. Accommodates reasonable requests of staff members.
4. Demonstrates effective interpersonal relations.
5. Demonstrates self confidence and self sufficiency in exercising authority.
6. Assists staff members to participate in professional growth activities.
7. Promotes collaboration between non-teaching employees and certificated staff members.
8. Appropriately assesses needs, strengths, weaknesses of staff members and reinforces or remediates as necessary.
9. Empowers others to perform effectively.
10. Collaborates with colleagues in administrative positions.
11. Meets and works effectively with all individuals and groups of people.

Parent/Community Relations

1. Establishes effective communication channels for explaining the school mission to the parent/community.
2. Encourages parents, staff and students to involve themselves in some community project.
3. Seeks and models inviting, informative and collaborative relationships with the parents/community.
4. Collaborates with community agencies and groups as appropriate to the school mission.

Professional and Personal Responsibilities

1. Works with the leadership team to identify and prioritize professional growth activities related to his/her role as assistant principal.
2. Participates and provides leadership for professional growth of all staff (i.e. workshops; conferences; study groups; planning and research projects; pilot programs; assessment activities).
3. Maintains membership in professional organizations.
4. Is aggressive in the maintenance of a strong legal knowledge base

and adheres to and enforces school laws, state board regulations, school board policies, established administrative procedures and standards of competent and ethical professional performance.

OTHER FUNCTIONS

1. Performs all other duties as assigned by the principal.

QUALIFICATION REQUIREMENTS

To perform this position 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.

Knowledge:

1. Of child development and behavior.
2. Of all aspects of instructional leadership.
3. Of instruction, learning, classroom management and school-wide discipline.
4. Of elementary, secondary and post secondary curriculums and the relationship of these curriculums.
5. Of instructional materials and media.
6. Of school reform, best teaching practices, organizational patterns and management techniques including applicable laws, rules, regulations and procedures.
7. Of philosophy and techniques of supervision.
8. Of counseling and guidance techniques with students and adults.
9. Of evaluation of instruction and pupil growth and progress.
10. Of the role and utilization of auxiliary service.
11. Of school rules and regulations.
12. Of state laws and safety procedures which apply to students.
13. Of school and district procedures for dealing with students, staff and others.
14. Of school district procedures for resolving conflicts and supervising students.

Skills:

1. Ability to make a decision.
2. Ability to evaluate.
3. Ability to provide leadership.
4. Ability to communicate.
5. Ability to delegate responsibility.
6. Ability to write and speak fluently.
7. Ability to develop and facilitate position solutions to problems.
8. Ability to coordinate and plan.
9. Ability to direct activities of subordinates.
10. Ability to work effectively with staff and public.
11. Ability to work effectively with data.
12. Ability to work as a member of the team.
13. Ability to interpret school district policy and make appropriate decisions.
14. Ability to solicit honest staff reactions to proposals.

15. Ability to establish rapport and empathy with employees at all levels.
16. Ability to understand and carry out oral and written instructions.
17. Ability to maintain cooperative working relationships with students, fellow employees and the public.

Attitudes:

1. Demonstrated ability to show a positive attitude toward all aspects of work.
2. Demonstrated ability to demonstrate interest and enthusiasm for work and community.
3. Demonstrated ability to display a sense of humor and humility.
4. Demonstrated ability to listen, cooperate and criticize in a constructive, friendly manner.
5. Demonstrated ability to encourage interest, growth, and initiative in others.
6. Demonstrated ability to show respect for the individual, his/her abilities and potentialities.
7. Demonstrated ability to initiate change.
8. Demonstrated ability to accept responsibility.
9. Demonstrated ability to delegate responsibility.
10. Demonstrated ability to accept the principles of honesty, integrity, and accuracy in all matters pertaining to district operations.
11. Demonstrated ability to work cooperatively with staff.
12. Demonstrated ability to accept direction and supervision.
13. Demonstrated ability to adjust to new conditions and situations.
14. Demonstrated ability to resolve difficult problems.
15. Demonstrated ability to ask for and accept suggestions from staff.
16. Demonstrated ability to engage in a continuous inservice training program.

Education and Experience:

1. Baccalaureate Degree from an accredited teacher training college or university.
2. Master's Degree or equivalent.
3. Valid and appropriate Oregon teaching and administrative certificates as determined by the school board.
4. Successful teaching experience.
5. Successful administrative or supervisory experience desirable.
6. Successful curriculum study and development experience desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Activity	N/A	Rarely	Occasionally	Often	Continuously
Attendance					x
Climbing		x			
Stooping			x		
Kneeling			x		
Reaching			x		
Standing				x	
Sitting				x	
Walking				x	
Pushing		x			
Pulling		x			
Sweeping		x			
Talking					x
Seeing					x
Hearing					x
Driving: Yes <u> X </u> No <u> </u> Comments:					
Other Conditions:					

Lifting Requirements:

x	Light (20 pounds maximum)
	Medium (50 pounds maximum)
	Heavy (100 pounds maximum)

Other Conditions:

Environmental Conditions

	Mainly indoors
x	Both inside and outside
	Mainly outside

Other Conditions:

Personal Protection Equipment/Training

1. Bloodborne pathogen training.
2. Blood spill training.
3. Location of First Aid kits.
4. Pre-employment fingerprint and screening for illegal drugs.
5. Have and keep a valid Oregon Driver's License.

EMPLOYEE ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature:

Date:

Board Adopted:

Revision Dates: 12/74; 7/82; 4/90; 2/95; 4/98; 4/02

MEDFORD SCHOOL DISTRICT 549C