

La Grande School District No. 1
JOB DESCRIPTION

JOB TITLE: ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR
REPORTS TO: Building Principal

POSITION OVERVIEW

This position is responsible for assisting the Principal in the overall administration of the school. The Assistant Principal/Athletic Director will effectively coordinate the efforts of all personnel to ensure that each student is provided with the highest quality education. This position is responsible for the development, organization, implementation, coordination and evaluation of the athletic program of the school.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Serve as the principal in the absence of the regular principal.
2. Contribute to student achievement by providing strong and effective educational leadership for Professional Learning Communities (PLC) at La Grande Middle School.
3. Assure the efficient, effective operation of the school by directing within District policies and procedures the staff development and evaluation of subordinates, developing and assist in administering the school budget, and implementing and interpreting policies, procedures, and regulations for effective day-to-day and long-term operation.
4. Contribute to the quality education of students in the school by participating with District level personnel in the selection of staff and by monitoring and evaluating staff.
5. Assure effective community-staff-student relations by directing the school community relations program; promote communication and participation by identifying needs and planning, implementing, monitoring, and evaluating the school-community relations activities in a manner which is visible to the public. Promote increased parental, business, and community involvement in school and District activities.
6. Provide a positive learning climate in the school by establishing, enforcing and maintaining appropriate student behavior standards and guidelines. Direct the maintenance of fair and equitable student discipline.
7. Monitor, coordinate, align, and evaluate the middle school curriculum program and processes. Facilitate the guidance department in the development and articulation of the guidance program. Assist and work with department heads and committees in selecting and recommending adoption of textbooks.
8. Maintain building security. Exercise collective judgment in handling problems affecting the building and the district.
9. When appropriate provide direction for after-school sports activities; student organization activities and school-related evening programs.
10. Prepare the master schedule of classes and coordinate student government and student body related activities.
11. Prepare the student-parent and teacher handbook.
12. Work with local social service agencies to provide resources for students.
13. Contribute to effective school programs by participating in professional conferences, training and reading.
14. Serve as the building Tag and 504 Coordinator.
15. Serve as middle school Athletic Director; plan, manage, and supervise the implementation of all student athletic activities within the school.
16. Perform other responsibilities as required by the superintendent and building principal.

The above description covers the most significant duties performed, but does not include other occasional work, the inclusion of which would be in conformance to this type of position.

COMPENSATION

STATUS: Exempt
PAY TYPE: Salaried

CLASS/GROUP: Administrator

WORK SCHEDULE

The normal work schedule is 220 work days at eight (8) hours per day, five (5) days per week, Monday through Friday, with the exception of non-work, non-paid periods at winter, spring, and summer breaks. Hours are normally 7:30 a.m. to 4:00 p.m., including a 30-minute meal period, plus supervision of games and activities and attendance at district meetings in the evenings as required. The superintendent assigns exact schedules.

It is the attendance standard of the district that all employees be present and on time each shift they are scheduled to work. Full or partial absence during any scheduled shift, arriving late, or leaving early may result in disciplinary action. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

PROBATIONARY PERIOD

The probationary period for Administrators is three years.

QUALIFICATIONS

EDUCATION LICENSING AND/OR EXPERIENCE

Valid Oregon Administrative License. Master's Degree. A minimum of four (4) years of teaching experience. Prefer prior middle school experience.

PHYSICAL REQUIREMENTS

Exerts force and/or lifts or carries objects weighing up to 20 pounds occasionally, up to 10 pounds frequently, or a negligible amount constantly. Ability to move from point-to-point throughout the building and school district to perform required tasks.

LANGUAGE SKILLS

Speak with poise, voice control, and confidence, using correct English and a well-modulated voice. Speak in front of large groups of students and/or parents. Ability to convey spoken instructions accurately.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Perform arithmetic operations involving monetary units. Compute ratio, rate and percent. Draw and interpret graphs. Understand budget process.

REASONING ABILITY

Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

READING

Read material such as newspapers, periodicals, technical material, legal documents, journals, manuals, dictionaries, thesauruses, encyclopedias, text books and student protocols. Must be able to read material safety data sheets, school board policies, and warning labels on containers.

WRITING

Write compound and complex sentences. Must be knowledgeable of business English, grammar, spelling, and punctuation. Prepare letters, expositions, summaries, and reports using a prescribed format and conforming to rules of grammar.

COMPUTER SKILLS

COMPUTERS Frequently

Working knowledge of computers and common computer programs.

PHYSICAL DEMANDS

PHYSICAL DEMANDS Frequently (1/3 to 2/3 of the time)

Move from location to location or point-to-point to perform required tasks. May require quick movement (i.e. running/jogging) to attend to students.

WEIGHT DEMANDS Occasionally (up to 1/3 of the time)

Exerts force and/or lifts or carries objects weighing up to 20 pounds occasionally, up to 10 pounds frequently, or a negligible amount constantly.

TALKING Constantly (2/3 or more of the time)

Express or exchange ideas by means of the spoken word to impart oral information to students, staff, and patrons and convey detailed spoken instructions to students accurately, loudly, and/or quickly. Specific examples include, but are not limited to speaking clearly in response to questions from students, staff, and patrons; convey oral instructions to students; participate in school board meetings and discussions. Speak knowledgeably on topics related to job assignment.

HEARING Constantly (2/3 or more of the time)

Perceive the nature of sounds by the ear. Must be able to hear fire alarms and distress sounds, and monitor the noise level of students. Must be able to perceive what is being discussed at public and private meetings and participate in discussions based on the immediate verbal exchange.

SEEING Constantly (2/3 or more of the time)

Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects. Must be able to distinguish physical hazards; must see to monitor student’s behavior and ensure compliance with rules. Must be able to identify safety hazards.

FEELING Occasionally (up to 1/3 of the time)

Perceive such attributes of objects and materials as size, shape, temperature, or texture by means of receptors in the skin, particularly the fingertips. Specific examples include, but are not limited to: perceiving the temperature of equipment to detect overheating.

WORK ENVIRONMENT

WORKING CONDITIONS Mainly inside

Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes. May supervise students outside during recess and bus arrival/departure. Some travel necessary to attend trainings, workshops and to supervise student activities.

STAIRS/STEPS Frequently (up to 2/3 of the time)

Ascend or descend stairs, steps, or similar uneven surfaces to access any required work area or other area related to functioning in the workplace. For example, climbing stairs, a series of single-step risers.

TEMPERAMENT REQUIREMENTS

DIRECTING/CONTROLLING

Accept responsibility for formulating plans, practices, policies, methods, regulations and procedures of operations or projects and supervise subordinate workers to implement plans and control activities.

CONTACT WITH OTHERS

Demonstrate willingness to allow interpersonal relationships in job situations. Must be able to interact and work cooperatively with students, staff, parents, guardians and patrons of the school district without the loss of efficiency or composure.

VARIATION

Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness.

DECISIVE

Solve problems, make evaluations, or reach conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or quantifiable or factual data.

RELATIONSHIP REQUIREMENTS

PEOPLE

Exchange ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions to better serve the La Grande School District. Determine time, place and sequence of operations or action to be taken on the basis of analysis of data; execute determinations and/or reports on events.

THINGS (EQUIPMENT/MACHINERY) Operating-Controlling

Must be able to operate a variety of learning tools, video cameras, FAX machine, tape recorders, computer terminals, overhead projectors, film projectors, etc.

OTHER

KNOWLEDGE

Must be knowledgeable in theory, principles, practices, procedures, and recent trends in school administration; Oregon School Law; curriculum design, development, and assessment; school improvement models; staff development; site-based decision making; Oregon Education Act for the 21st Century; finance and planning. Must be knowledgeable in PLC leadership and in theories of child growth and development and with the process of public relations.

SKILLS

Must be skilled in interpersonal relations, communications, team leadership, instruction, and possess the managerial skills of planning, budgeting, organizing, delegating, listening, and supervising all areas of responsibility. Must be skilled in utilizing a wide variety of technology; maintaining and promoting staff morale; be able to speak and write articulately and communicate effectively; be able to resolve conflict in a fair and positive manner; and be skilled in student supervision and discipline.

ABILITIES

Must be able to demonstrate ability to provide dynamic leadership in the areas of curriculum, assessment, personnel management, and staff development; be able to function effectively as a team leader and liaison among students, staff, district, and community; and, have the ability to communicate openly in a fair and consistent manner. Must be able to manage the plant, personnel and fiscal operations; select, assign, supervise, and evaluate staff; and handle conflict.

EVALUATION PROCEDURE

Performance will be evaluated annually in accordance with the School Board's policy on evaluation of management personnel.

ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Printed Name: _____

Signature: _____

Date: _____