

DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Administration

JOB TITLE: Assistant Principal – Middle School

Job Purpose Statements: The Middle School Assistant Principal supports the Middle School Principal in establishing the instructional climate of the school by assisting in the organization and supervision of the school's educational program, operation of the school facility, participation in staff and student activities, and establishment of effective community relations. The Assistant Middle School Principal is the primary administrator responsible for student discipline.

Essential Job Functions:

Cultural Competence and Equity:

- **Establish** and **maintain** an effective culturally competent learning climate at the school.
- **Lead** and **guide** activities and decisions with a racial and cultural equity mindset and lens.

Discipline and Student Behavior:

- **Supervise** students during the school day and extracurricular activities to maintain a safe and respectful environment for students, participants, and spectators.
- **Execute** a cohesive, constructive, and efficient restorative practice and board approved discipline policy that supports positive student behavior and safety with respect and consideration

Promoting A Positive Learning Environment:

- **Promote** a positive and caring climate for learning.
- **Work** sensitively and fairly with individuals from diverse cultural backgrounds.
- **Communicate** effectively with students, staff, and families.

Instructional Leadership:

- **Provide** leadership in the development of the instructional program, utilizing current research on effective middle school education.
- **Collaborate** with staff to ensure instructional programs meet student needs and district requirements.
- **Ensure** high expectations for academic achievement.

Communication and Collaboration:

- **Facilitate** communication between staff, students, and families to evaluate situations, solve problems, and resolve conflicts.
- **Ensure** that all communication is clear, respectful, and maintains the integrity of all individuals involved, fostering trust and transparency in all interactions.
- **Collaborate** with school counselors and support staff to develop programs that support individual student educational growth and development.

Staff Supervision and Evaluation:

- **Evaluate** both licensed and classified staff, as assigned by the principal, in accordance with district procedures and timelines.

Support Services Supervision:

- **Assist** in supervising support services such as custodial, maintenance, security, and food services.

Professional Development:

- **Develop** and **facilitate** in-service programs for the professional development and growth of staff.

Policy Implementation:

- **Interpret** and **implement** board policies, administrative regulations, and negotiated agreements.

Other Responsibilities:

- **Assist** the principal in various tasks as directed.

Other Job Functions:

- **Participate** in Data Teams and/or other small groups as assigned by the principal.
- **Support** the Site Team and the implementation of the School Improvement Plan (SIP).
- **Confer** and **collaborate** with other district administrators.

Job Requirements-Qualifications:

Experience Required: Five years experience as a building teacher and/or administrator. Preference will be given to administrators with middle school and/or high school experience.

Skills, Knowledge and/or Abilities Required:

- *Demonstrate* effective, interpersonal relationships in working with students, families, school staff, and administrators, as well as business and community groups. Excellent written and verbal communication skills including effective facilitation of meetings. Exhibit high level of personal and professional integrity and ethics.
- *Knowledge* of current research and best practices being used in middle schools, and skill in discussing problems of mutual interest with others in the field of school improvement and in performance-based educational programs.
- *Abilities* to serve as a leader-coach to building level teacher leaders and to develop collaborative consensus building in groups; to maximize resources to achieve results and build programs.
- *Abilities* to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain accurate records, establish and maintain cooperative working relationships with students, parents, other school personnel; meet schedules and deadlines. Prompt and regular attendance. Significant physical abilities include standing and walking for long periods of time, lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/visual accommodation.

Educations/Licenses Required: Master's Degree. Eligible for appropriate Administrative License; valid driver's license and evidence of insurability; and Criminal Justice fingerprint clearance.

Multi-Cultural preferred. Bi-Lingual preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Terms of Employment: 262 days per year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

David Douglas School District is an Equal Opportunity Employer

Reviewed and agreed to by:

Employee Signature

Date

c: Employee
Supervisor
File

Please submit:

1. Complete the online TalentEd Recruit & Hire Application,
https://daviddouglas.tedk12.com/hire/ViewJob.aspx?JobID=*****
2. Include the following documents in your TalentEd Recruit & Hire application:
 - Personal letter of application stating why you are interested in this position
 - Current resume
 - Statement of your philosophy about student achievement (1 page)
 - Three (3) letters of recommendation
3. If selected, candidates will complete an intensive interview process including: analyzing student behavior and teacher evaluation

All application materials must be completed in full.

TalentEd Recruit & Hire application open until **March 28, 2025, 4:00pm.**

Suggested Timelines:

- **March 20 - March 28** - application period
- **Week of April 11** - round 1 interviews
- **Week of April 25** - round 2 interviews
- **Week of May 2** - decision made
- **July 1** – Assistant Principal Duties Begin