

Assistant Principal, High School

Purpose Statement

The job of Assistant Principal, High School is done for the purpose/s of using leadership, supervisory and administrative skills to function as a Lead Learner with a creative mind; serving as an innovative thinker; propelling teaching and learning practices forward; and improving achievement for all students in the best learning environment.

This job reports to Principal

Essential Functions

- Assists in leading the learning (e.g. staff evaluations, curriculum planning, etc.) for the purpose of supporting a 21st Century educational expertise, Project based Learning, 1-to-1 technology, Standard Based Education and framework for a Multi-Tiered System of Support.
- Chairs and/or facilitates meetings (e.g. curriculum, safety, site advisory, special district and site committees, conferences between parents, teachers and/or students, class meetings for handbook/graduation, student council, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Collaborates with internal and external personnel and agencies (e.g. counselors, social workers, psychologists, community agencies, parents, Dean of Students, etc.) for the purpose of responding to individual and group needs.
- Conducts classroom observations for the purpose of serving as a coach and identifying and solving classroom issues regarding academics and behaviors.
- Facilitates district level curriculum committees and department PLC's (e.g. Skills Assessment, BSC committees, Career Academy, etc.) for the purpose of assisting in the development, articulation, revision, and evaluation of the curriculum, instruction, assessment and professional development.
- Facilitates communication among personnel, students and/or parents (e.g. student-teacher conferences, employee, staff, building schedules, etc.) for the purpose of evaluating situations, solving problems, ensuring efficient site operation, and resolving conflicts.
- Implements discipline procedures for the purpose of assisting the principal with maintaining high standards of student conduct and discipline with regard to due process to the rights of students.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, master teacher schedule, student school schedule, assigned personnel, bus discipline, schedule before/after school activities, hire school advisors, monitor student attendance, attend evening/weekend activities which require administrative presence, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Participates in meetings, workshops and seminars (e.g. meetings with staff to implement directives from district level, IEP meetings, legislative compliance such as emergency drills, suspension/expulsion, mental health, suicide, bullying graduation rate, etc.) for the purpose of conveying and gathering information required to perform functions.

- Performs a variety of personnel administrative functions (e.g. hiring, assigning staff, scheduling staff for summer school, evaluation, coaching, disciplining, recommending termination, etc.) for the purpose of assisting the principal with ensuring instructional and building support staff maintain a high level of competencies and productivity.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums (e.g. legislative compliance, gang task force, emergency manual and drills, etc.) for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Serves as the principal in the absence of the regular principal for the purpose of providing assistance/coverage with administrative functions.
- Serves as a resource for the purpose of providing Instructional Leadership at the classroom, building and district levels.
- Supervises school personnel and students (e.g. employee screening and selection for support staff positions, Career Academy/Technical Center, student discipline issues, school activities, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Trains staff and students (e.g. problem solving; conflict resolution; measuring learning outcomes; academic events, etc.) for the purpose of providing opportunities for improved student learning.
- Utilize Project Lead for the purpose of planning and creating the master teacher and student schedule for the entire school in conjunction with the Career Academy.
- Works with the principal, teachers, parents, educational team (e.g. work with staff and stakeholders to organize and celebrate differences in cultures through program materials and activities for students and families, etc.) for the purpose of ensuring appropriate programming for all students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, concepts of management and supervision; and prepare and interpret statistical analysis.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; adapting to changing work priorities; managing projects as a self-starter and be self-directed in order to move projects from start to finished implementation; and performing in an ethical manner and

appropriately demonstrates how to handle confidential matters.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 55% sitting, 20% walking, and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

A Level I Secondary Principal Credential/Valid North Dakota Administrator's Certificate
A Valid North Dakota Teaching License

Teaching Credential

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

High School Asst Princ (11 mos)