

**Position:** Assistant Principal

**Classification:** Administration

**Work Days:** 220

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**Job Summary:**

Under the direction of the building principal, the assistant principal will support the principal in fulfilling the chief responsibility of promoting the educational development and well-being of each student. The assistant principal will assist in carrying out the mission, vision and core values of the district and school.

**Minimum Qualification:**

- Principal's license through ODE.
- Strong knowledge of technology applications in an educational setting.
- Strong knowledge and demonstrated history of providing student support.
- Prior administration experience.

**Performance Responsibilities:**

- Maintain and model high standards of professionalism.
- Maintain Confidentiality at all times.
- Support the principal in providing instructional leadership to staff including: curriculum planning, review and implementation; and professional development.
- Assist in the implementation of a systematic method of supervising the instructional program.
- Supports the principal in the collaborative development, implementation, and ongoing refinement of the school's Plan for Continuous Improvement.
- Assists in the day to day building administration and the safety and welfare of students, staff, volunteers, and activities.
- Assist the principal in monitoring compliance with federal, state, and local mandates and guidelines related to local and state testing programs and the local special education program.
- Assist in the reporting and monitoring of student attendance
- Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary and enforces school policy.

- Assist in coordinating transportation, custodial, cafeteria, and other school support services; help conduct safety inspections and safety drill practice activities.
- Assists and Supports the principal in the evaluation of the staff within the school.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Interacts with students in a constructive manner to encourage each individual to perform at their highest level.
- Maintains positive relations with parents, parent groups, and school volunteers and outside agencies.
- Participates in district-wide activities, in-services and committees, as appropriate
- Serve as principal in the absence of the regular principal.
- Carries out other duties as assigned by the principal.

**Required Knowledge, Skills, Attitudes, and Other Responsibilities**

1. Ability to work effectively with others.
2. Ability to communicate ideas and directions clearly and effectively both orally and in writing.
3. Organizational and problem solving skills.
4. Ability to generate correspondence independently.
5. Respects confidences shared by the staff and operates in a discreet manner in all related matters.
6. Performs other tasks and assumes responsibilities as the Principal/Designee directs.
7. Willingness and openness to learn and adapt.

**Additional Working Conditions**

1. Occasional alternative/flexible hours/days.
2. Occasional interruption of duties by staff and/or telephone.

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- Signature indicates a you have received a copy of your job description