

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Assistant Principal, Middle School
Department:	Middle School
Reports to:	Principal
Supervises:	Teachers and Other Staff Members

Description of job:

Summary of Responsibilities:

Responsible for a wide range of responsibilities including staff evaluation and performance improvement, teaching and learning, student discipline, and supervision of numerous other school related activities.

Essential Functions:

1. Evaluates teachers and other staff members in accordance with the Rhode Island Model Teacher Evaluation and Support System. Is familiar with the Educator Performance and Support System (EPSS). Oversees appropriate performance improvement plans as necessary.
2. Assesses student behavior during the school day (including cafeteria and busses) which includes sports, social and extracurricular events. Initiates appropriate disciplinary action as required in accordance with all school policies.
3. Supervises morning holding areas, lunches, and dismissals.
4. Supervises after school activities such as, but not limited to, after school programs and dances.
5. Serves as an instructional leader in the pursuit of excellence in teaching and learning.
6. Analyzes various types of assessment data to inform decisions.
6. Chairs IEP, 504 and other meetings with teachers, other building and district professionals, parents and students.
7. Serves as the designated test coordinator for all standardized assessments.
8. Oversees and maintains emergency protocols for school community. Liaison between school and police/fire department.
9. Develops school-wide schedule changes for events such as assemblies, school delays, lunch changes, and school wide events.
10. Serves as principal when necessary.
11. Fulfills numerous other duties as assigned by the principal.

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Protective Personal Equipment:		n/a			
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None: X		Manual:		Automatic:

Work Environment			
Floor Surface:	Tile and or carpet		
Inside:	Up to 100%	Outside:	Up to 5%
Lighting:	Fluorescent or Incandescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 + lbs.	x					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing				X	
Walking				X	
Bending		X			

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Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity			X		
Fine Dexterity			X		

FREQUENCY KEY: *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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.

Education and/or Experience:

Master's Degree; but not required
 At least five years teaching experience
 Elementary/Secondary administration experience preferred

License/Certificate/Certification:

Rhode Island certification for Middle/ Secondary Principal.

Technological and/or Technical Skills:

Skilled in using MS Office: Word, Excel, AESOP and ASPEN. Proficient in Google Platform and Google Classroom.

Communication Skills:

Excellent verbal and written communication skills and the ability to solve effectively numerous complex issues. Must also respond appropriately to and solve a variety of problems involving students, parents, staff members and the community.

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Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

Interpersonal and Problem solving skills:

Demonstrable ability to effectively handle complex issues utilizing a problem solving approach. Capability of responding simultaneously to a variety of requests from administrators, staff, public, parents and the community (multi-tasking).

Capable of working collegially with all levels of administration and staff.

Terms of Employment:

Per contract

Evaluation:

Per GCB

Date: 9/2016