

Assistant Principal

Employees and volunteers of Twin Peaks Charter Academy work collaboratively to fulfill the Twin Peaks Charter Academy mission. The items listed in this job description provide structure to the responsibilities and accountabilities for this position. Metrics are in place for the position based on the description below. Twin Peaks Charter Academy expects to employ professionals who will work beyond job descriptions creating both a fulfilling career environment and successful outcome for our students. Values we hold high include: Responsibility, respect, citizenship, fairness, trustworthiness, and caring and we expect to see them evidenced in our staff, parents, and students.

Nature and Scope of Job

The Assistant Principal's primary role is coordinating student support at Twin Peaks Charter Academy. This position exists for the primary purpose of meeting student needs in order to promote academic achievement.

Qualifications

- Master's degree is preferred; BA/BS degree in Education or related field required
- Principal/administrator license preferred
- Minimum of three years teaching experience required
- Leadership experience in a school setting preferred
- Willingness to obtain continuing education as needed to perform well in the position
- Commitment to Twin Peaks' mission, Core Knowledge, Classical Curriculum and Character Education
- Excellent organizational skills and consistency in meeting deadlines
- Expert level written and oral communication skills and be able to effectively correspond with stakeholders at all levels

Job Functions and Responsibilities

1. Student relationships and behavioral support
 - a. Build strong relationships with students to support success
 - b. Effectively handle discipline concerns, maintaining clear communication with students, families, and staff
 - c. Manage attendance plans
 - d. Help create and maintain a positive student climate and culture
 - e. Attends school events and serves as building administrator for after school events as necessary
 - f. Facilitate social and emotional health in partnership with families
2. Academic planning and goal setting
 - a. Coordinate student plans with a focus on student growth toward academic goals (including but not limited to 504, MTSS, READ, and ALP plans)
 - b. Assist with progress monitoring

- c. High School AP only
 - i. Path to Graduation plans
 - ii. College Preparation plans
 - iii. Coordinate college fairs, college rep visits, and college preparation activities
- 3. Scheduling
 - a. Elementary
 - i. Assist with Master Schedule
 - ii. Duty Schedules
 - iii. Field Trips
 - b. Middle School/High School
 - i. Master Schedule oversight
 - ii. Student scheduling (student interest forms, path to post-secondary goals, individual student schedules, class roster management)
 - iii. Duty Schedules
- 4. Other duties as assigned

Note: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary and additional duties may be assigned.