

Star City School District

Position Title: Assistant Principal

Reports to: Building Principal

Length of Contract: 225 Days

Minimum Qualifications: Building Level Licensure

PRIMARY PURPOSE: Direct and manage the instructional program and supervise operations at the campus level. Provide instructional leadership to ensure high standards of instructional service and student learning. Direct the implementation of district policies and instructional programs and manage the operation of all campus activities.

QUALIFICATIONS:

Education/Certification: Master's degree in educational administration Arkansas principal or other appropriate Arkansas certificate.

Special Knowledge/Skills: Working knowledge of curriculum and instruction; Ability to evaluate instructional program and teaching effectiveness; Ability to use technology effectively; Ability to manage budget and personnel; Ability to coordinate campus functions; Ability to implement policy and procedures; Ability to interpret data; Strong organizational, communication, public relations, and interpersonal skills; Calm and patient demeanor with students, staff and stakeholders.

Experience: Three years experience as a classroom teacher. Three years of experience in instructional leadership roles.

The Board may find appropriate and acceptable alternatives to the above qualifications.

EVALUATION: Assistant Principals employed by this district will be evaluated annually by the Principal under LEADS.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process and share leadership through the Building Leadership Team.
4. Using data communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Monitor instructional and managerial processes to ensure that program activities are related

to program outcomes and use these findings for corrective action and improvement, as well as for recognition of success.

7. Work with staff to plan, implement, and evaluate the district curriculum on a systematic basis; include students and community representatives (when appropriate).
8. Supervise the school's teaching/instructional process and lead in teacher development.
9. Spend time daily observing instructors with CWT's (3 teachers per day).
10. Supervise students daily.
11. Provide for positive two-way communication with superintendent or designees, central office personnel, staff, students, parents, and community.
12. Establish and maintain an effective learning climate using classroom observations.
13. Facilitate professional effective and timely resolution of conflicts.
14. Develop and sustain the school vision through the implementation of initiatives with established leadership teams to ensure attainment of the school's mission.
15. Utilize the Site Intervention Team (SIT Team) to provide whole child support for students.
16. Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
17. Observe employee performance, record observations, and conduct evaluation conferences with faculty and staff as assigned.
18. Make recommendations relative to personnel placement, transfer, retention, promotion, and dismissal of faculty and staff based on documentation.
19. Confer with faculty and staff regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
20. Comply with district policies as well as state and federal laws and regulations affecting the schools.
21. Manage the use of school facilities by outside entities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
22. Direct and provide supervision at events as assigned by Superintendent or designee.
23. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
25. Conduct conferences with parents, students, and teachers concerning school and student issues as an advocate for students.
26. Use information and insights provided through assessment instruments, the PLC process, evaluative feedback from supervisors, and professional development programs to improve academic performance.
27. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
28. Serve the district with honesty, loyalty, a growth mindset and commitment.

29. Work in a supportive and collaborative fashion with all district personnel.
30. Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.
31. Develop a communication strategy to engage stakeholders and employees by promoting positive programs and activities.
32. Other duties as assigned by Superintendent or his designee.

SUPERVISORY RESPONSIBILITIES: Supervise and evaluate the performance of assistant principal(s), teacher(s), counselor(s), librarian(s), support staff and classified staff.

WORKING CONDITIONS:

Mental Demands: Ability to communicate effectively (verbal and written); interpret policy, procedures and data; coordinate campus functions; maintain control under stress; ability to manage others in a non- coercive manner; maintain a clear focus on customer service.

Physical Demands: Occasional district and statewide travel; frequent prolonged and irregular hours; ability to lift and carry 50 lbs.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Date Adopted: July 20, 2016 Last Revised: September 2, 2016