

Position Title: Middle School Assistant Principal/Activities Director
Supervisor: Middle School Principal

Purpose:

The Assistant Principal assumes major responsibility for leading and managing a wide variety of leadership tasks related to the students, staff, parents, and/or community members associated with the middle school and school district, remaining consistent with the policies of the Board of Education and under the leadership of the Middle School Principal. The Assistant Principal is expected to work with leadership at all levels of administration to provide a program of continuity throughout the school system, and works closely with the school improvement process, as well as being responsible for a variety of school leadership functions. The Assistant Principal also acts as the Activities Director and works closely with all building athletic programs.

Duties:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Supervision of Faculty/Staff - Assist in: hiring/orientation; evaluating; working through concerns and classroom management; planning and directing meetings, staff development, trainings and inservices; communication: listening, feedback, and encouragement for all staff.
- Supervision of students - Assist in: orientation; counseling; behavior management; data gathering; student recognition; and securing student services with outside agencies.
- Communication and public relations with parents, business leaders and community members. Listen and respond to parent concerns with sensitivity.
- Assumes the responsibilities of the Principal in the absence of the principal.
- Conduct parent and student meetings and lead/supervise after-school activities.
- Curriculum/Instruction - Assist in: selection, training and implementation of district standards and initiatives; scheduling; implementation of goals and selection of instructional materials. Analyze test data, determine ways to improve instruction and student goals.
- Facilities - Assist in creating and implementing safety and crisis response plans.
- Active involvement with parent advisory committees.
- Keep an up-to-date school activity calendar
- Supervise regular school transportation
- Assist Principal with developing and managing school budget.
- Develop the school's yearly and monthly calendars and organize and oversee scheduling for staff and students.
- Acts as a liaison between District Office, the School Board and staff.
- Scheduling of staff to extra-curricular activities and evening event supervision.
- Assist in creation of reports, files, forms, documents, etc.

- PBIS Coach - Provide and/or facilitate quality training at all three tiers of PBIS: Monitor and evaluate the effectiveness/data.
- Acts at the Activities Director and works closely with the local Middle School Activities Directors.
- Supervise Summer School programs.
- Perform any other related duties as required or assigned.

Skills:

- High Initiative
- Excellent Communication
- Team Player
- Organized
- Timely
- Positive
- Willing to Learn
- Trustworthy
- Advanced Computer Skills

Job Description Approved: October 7, 2019