

***Middle School Administration***

JobID: 15075 [Apply](#)

**Position Type:**

Administration/Assistant Principal

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**Date Posted:**

5/4/2023

**Location:**

Metro Early College High School

**Date Available:**

08/01/2023

**Closing Date:**

06/30/2023

**Position summary:** The Middle School Assistant Principal (Grade 6-8) operates under the supervision of the middle school administrator and is responsible for assisting with the general administrative responsibilities within the school program.

**Qualifications:**

Ideal candidates should be currently working on or hold Ohio licensure in Administration and Supervision.

- Strong interpersonal, problem solving and critical thinking skills
- Leadership with compassion and empathy
- Flexibility
- Confidence and determination
- Great judgement
- Strong organizations skills and the ability to uphold the rules and regulations of the profession and organization.

**Reports To:** Middle School Building Principal

**Specific Duties and Responsibilities:**

The Assistant Principal will be a resource to the staff, students and parents by assisting in the following areas:

*Leadership*

1. Supporting the vision for the school that is articulated by the administration and aligned with the vision for the district.
2. Collaborating with administrators to create and cultivate safe and positive school culture and climate for students and staff.
3. Involving staff in shared decision-making under administrative leadership
4. Collaborating with the principal to develop and disseminate systems that describe and define staff responsibilities and provide opportunities for staff to develop and use their leadership skills.
5. Providing Mentoring to Resident Educators.
6. Assisting with teacher interviews

*Student Affairs*

1. Investigating student attendance and holding truancy meetings with parents and students when necessary.
2. Assisting with recruitment of students by attending spring information sessions, recruitment events and student interviews.
3. Assisting with the scheduling of students into classes based on a mastery approach.
4. Effective communication between school, students and families
5. Helping to run daily schedules including arrival, recess and lunch, class changes and dismissal.
6. Assist in the supervision of students during the school day and at after hour events.

*Discipline*

1. Counseling students to acknowledge and manage responsible personal conduct. Assist in developing programs, including Conscious Discipline, to promote positive student behavior.
2. Conferring appropriate consequences for behavior including lunch detentions, twilight schools, in-school suspensions, and out-of-school suspensions, additionally communicating with parents.
3. Accurately logging student discipline records for state reporting.

*Testing*

1. Proctoring MAPS testing at the onset of the schoolyear for incoming students.
2. Working with the data coordinator to logistically plan and administer yearly state testing, meeting all legal requirements and reviewing those requirements with staff.

The Assistant Principal will also be responsible for any other administrative duties deemed necessary by the building administrator.

All interested applicants should send their resume and cover letter to [employment@themetroschool.org](mailto:employment@themetroschool.org)

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