

**Position Title:** Assistant Principal

**Reports To:** Building Principal/Assistant Superintendent or Superintendent

**Evaluated By:** Building Principal/Superintendent or Assistant Superintendent

**Summary:** A successful Assistant Principal promotes the school and district mission and vision by providing instructional leadership to staff including curriculum implementation and professional development, promotes the welfare of students and staff in a safe, orderly, and effective educational atmosphere, strives to work collaboratively with stakeholders to achieve collective building and district goals, and enforces school and district policies through restorative practices.

**Essential Duties and Responsibilities:** *other duties may be assigned.*

**Instructional Leader:**

- Develops and implements a shared mission and vision for the school.
- Stays current on trends and effective instructional practices, and shares best practices with staff, utilizing research-based practice to improve student achievement and providing support for promising innovative practices
- Analyzes student achievement data and works with staff to make adjustments in the implementation of curriculum and instruction, using a variety of strategies and sources to assess student needs and performance.
- Evaluate performance and effectiveness of programs.
- Hold staff accountable for high standards and positive expectations for student achievement.
- Oversee the coordination of state assessments.
- Utilize technology to enhance instructional practices
- Oversee curriculum development and improvement of instruction in collaboration with district administration
- Analyze various data to improve the school's letter grade based on a deep understanding of ESSA components
- Coordinate the development, implementation and evaluation of a school-level improvement plan
- Facilitate and monitor the use of evidence-based instructional practices
- Conduct classroom observations and teacher evaluations using TESS while providing specific, meaningful feedback
- Ensure implementation of the Science of Reading practices, collect evidence of effectiveness and determine proficiency levels for each teacher
- Monitor and guide Professional Learning Communities to meet the individual needs of students
- Work collaboratively with district leadership to plan, provide, implement, and evaluate appropriate professional development in alignment with identified needs, emphasizing content standards and instructional improvement
- Utilize best practices to select an effective and successful staff
- Prepare a master schedule to maximize teaching and learning time
- Communicate instructional goals to parents and community
- Facilitate and promote teamwork at all levels
- Support implementation of Opportunity Culture principles

**Managing and Leading Staff:**

- Supervise and evaluate assigned certified and classified staff
- Supervise interns and guest teachers
- Collaborate with district administration on new teacher induction and mentor assignments
- Develop, review and revise the faculty handbook setting clear expectations for staff
- Ensure compliance with district policy/ take appropriate action with non-compliance

- Promote and grow leadership among staff, through support of Opportunity Culture principles
- Set high expectations for staff and model these expectations through leadership style
- Oversee general supervision of staff and students, including supervision of extracurricular activities
- Stay current on legal/financial development, educational legislative reform, and district policies

#### **Organization Leader:**

- Maintains and monitors a safe, secure and orderly school environment that enhances teaching and learning in a collegial, positive, and nurturing climate.
- Works with Central Office personnel to coordinate processes for the effective functioning of the school
- Involves stakeholders in decision-making, seeking buy-in and managing conflict in the change process
- Assigns teachers to classrooms and students to classes
- Communicates effectively
- Working collaboratively with district administration to implement district initiatives
- Uses technology to enhance organizational practices

#### **Administrative and Management Leader:**

- Utilizes best practices to select an effective and successful staff
- Oversees general supervision of staff and students, including supervision of extra-curricular activities
- Implements policy and procedure changes from the local, state, and/or federal levels
- Stays current on legal/financial developments, educational legislative reforms, and district policies
- Establishes priorities for educational materials to meet the needs of students and teachers with allowable anticipated funds
- Works with auxiliary services (SpEd, ESOL, School Services, etc.) to provide services to students and ensure effective functioning of the facilities
- Uses technology to enhance administrative and management practices

#### **Human Relations Leader:**

- Communicates regularly the public and maintains a positive school/community relationship
- Encourages each individual to perform at their highest level
- Maintains positive relations with parents, parent groups, school volunteers and outside agencies
- Appreciates and is sensitive to diversity among individuals and groups within the school community

#### **School Culture:**

- Build and maintains culture of trust among all stakeholder groups (building staff, district staff, family and community members)
- Establish and maintain acceptable standards of behavior for students and staff
- Develop and maintain a school mission and vision that supports and complements the district mission, vision, and values
- Collaborate with other building leaders to ensure smooth transitions and vertical alignment
- Build and maintain a culture that meets the needs of the whole child

**Family and Community Engagement:**

- Promote school activities in the community and seek to establish partnerships and positive working relationships with early childhood education providers and other community organizations
- Collaborate with Family and Community Engagement (FACE) coordinators to secure meaningful resources for the Parent Center
- Seek ways to involve parents and families in their student's education
- Lead and facilitate parent meetings

**Supervision:**

- Ensure adequate supervision of lunch, recess, drop off, pickup, and athletic events
- Coordinate and supervise before-school, after-school, summer-school, and night-time activities

**Communication:**

- Maintain open channels of communication with all stakeholder groups (building staff, district staff, family and community members) in a language they can understand
- Understand and promote district policies to employees, parents, and community
- Inform the district superintendent about matters which are pertinent to the administration of the district
- Oversee preparation and timely submission of all necessary DESE and AAA reports
- Operate as part of the district administration team by supporting district initiatives

**Physical and Mental Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand, walk, sit, speak and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Gentry School District is a high poverty district. You will come into contact with students with special emotional, social, physical, and academic needs. There will be times of high stress and mental demand.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

*The information contained in this job description is for compliance with the Americans for Disabilities (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*