

Job Description: Assistant Principal

Person in Present Position 2020-21: -----

<u>Standards</u>	Elements	Responsibilities
<u>Strategic Leadership</u>	<ul style="list-style-type: none">● District Strategic Plan● Leading Change● Distributive Leadership	<ul style="list-style-type: none">➤ Works cooperatively and systematically through the principal with the Board of Directors (BOD) to develop, update, and encourage alignment of work with the school's strategic plan; attends annual board retreat➤ Develops and lead processes in student achievement based on school vision, mission, and strategic goals➤ Engages stakeholders to help develop/change processes in school improvement/strategic plan➤ Is present at morning and afternoon carpool➤ Creates, leads, and implements professional development on evidenced based practices➤ Assists in writing School Improvement Plan/Strategic Plan➤ Attends Strategic Plan retreat with the Board➤ Becomes familiar with Teachers' Working Conditions Survey; assist in analysis annually➤ Updates and Monitors teachers' input of data in Benchmark Assessment folder➤ Attends weekly Leadership Team meetings and lead meetings with regards to AP responsibilities
<u>Instructional Leadership</u>	<ul style="list-style-type: none">● Focus on Learning and Teaching; Curriculum, Instruction, & Assessment	<ul style="list-style-type: none">➤ Assists in creation of Master Schedule➤ Finalizes curriculum, supplies, and furniture order➤ Serves on the BOD Curriculum & Instruction Committee➤ Oversees SSST (Rtl portion of MTSS; interventions); Manages grade level Intervention database➤ Creates and communicates strong beliefs about the culture in our work environment➤ Promotes a sense of well-being among staff, students and parents➤ Promotes a high work ethic and displays high work ethic➤ LEA Representative for 504s

<u>Cultural Leadership</u>	<ul style="list-style-type: none"> ● Focus on Collaborative Work Environment ● Acknowledge Failures; Celebrates Accomplishments and Rewards ● Efficacy and Empowerment 	<ul style="list-style-type: none"> ➤ Oversees Grade 5-8 Events (dances, movie nights, athletic events, etc.) ➤ Oversees Conference scheduling ➤ Assist Greek Director with monitoring intervention implementation/classroom management techniques as needed ➤ Participate in PBIS to help establish a positive culture based on school values, vision, and beliefs ➤ Celebrates accomplishments (NJHS ceremony, National History Day, quarterly Honor Roll, PBIS recognition, etc.) ➤ Informs Principal of accolades for performance, concerns, and areas for – improvement ➤ Creates and communicates strong beliefs about the culture in a work environment ➤ Promotes a sense of well-being among staff, students and parents ➤ Supports visibly the positive, culturally- responsive traditions of the school community ➤ Assists and facilitates with budget planning ➤ Edit and revise weekly Connection sent by Janice Soucey
<u>Human Resource Leadership</u>	<ul style="list-style-type: none"> ● Professional Development/ Learning Community ● Recruiting, Hiring, & Mentoring Staff ● Teacher and Staff Evaluation 	<ul style="list-style-type: none"> ➤ Evaluates/Observes regularly staff and provides feedback; updates NCEES ➤ Comments/Approves Staff Professional Development Plans in NCEES ➤ Attends/Participates in job fairs and recruitment events to find potential candidates for interviewing ➤ Attends bi-monthly, PLC meetings ➤ Attend leadership trainings annually: NCEES and PowerSchool, Professional Coaching ➤ Serves on Interview Team ➤ Coordinates annual substitute teacher training with HR Manager
<u>Managerial Leadership</u>	<ul style="list-style-type: none"> ● School Resource and Budget ● Conflict Management & Resolution ● Systematic Communication ● District Expectations for Students and Staff 	<ul style="list-style-type: none"> ➤ Implements and assesses Discipline Policy; handles discipline ➤ Participates in Mediation if necessary between stakeholders (e.g. informal grievances) ➤ Serves as the liaison between Acadia and staff with PowerSchool; Review report cards; print final report cards; rosters; schedules ➤ Is the second contact for parents: 1st = teacher; 3rd = principal; meet as needed ➤ Oversees carpool: creates schedule and oversees daily operation ➤ Assists in mentoring new staff ➤ Oversees Athletic Director ➤ Serves on school crisis and safety/security team ➤ Writes weekly communication in “The Know” in regards to Grades 6-8; sends to principal by noon on Thursday ➤ Serves as a member of First Responder Team ➤ Works with Grade Level Chair Persons, 6-8; attends monthly team leader meeting with Principal

<u>External Development Leadership</u>	<ul style="list-style-type: none">● Parent and Community Involvement and Outreach● Federal, State, and District Mandates	<ul style="list-style-type: none">● Oversees Before & Afterschool● Collectively coordinates Prospective Student Open House; Updates paperwork; trains tour guides● Represents school within community (athletics, fundraisers, etc.)● Encourages parent involvement within the school (Saturday work days, volunteering for events, committees, etc.)● Assists with coordination of BOY Open House● Reviews and Verifies Rosters on EVAAS (School Admin)
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