

Red Wing Public Schools Position Description

Assistant Principal

General Information

Department:	Building Administration and Support
Unit:	Principals
Immediate Supervisor:	Principal
Grade Placement:	23
FLSA Status:	Exempt

Position Summary

Under the direction of the Principal, the Assistant Principal is responsible for assisting in the implementation, supervision and administrative support of building educational programs, staff and initiatives to include participation in the observation, evaluation, interviewing and selection of instructional staff and support staff; implementation of district and building discipline and behavioral policies; and providing support to the Principal in general building issues, problems and concerns in his/her absence.

Essential Duties and Responsibilities

1.	<p>Interprets and enforces District and building policies, procedures and district-wide behavior management and support:</p> <ul style="list-style-type: none">a) Oversees student conduct, determines behavioral consequences and enforces disciplinary measures.b) Communicates with parents, teachers, and students concerning behavioral issues.c) Processes harassment and weapon violations in accordance with district policies.d) Coordinates the implementation of the Response to Intervention program.e) Files, processes and attends court regarding truancy issues.f) Reviews student issues and determines appropriate corrective actions and/or consequences.
2.	<p>Assists in the implementation of school improvement and programming in accordance with various local, state and federal rules, standards and guidelines. Implements and incorporates school leadership model and concepts within the building in accordance with District philosophy.</p> <ul style="list-style-type: none">a) Develops strategies to continually improve instruction, ensure cooperation and collaboration to improve school quality, school climate and culture.b) Encourages the use of data driven decision-making to enhance student achievement.c) Monitors goals and progress concerning student performance and assessment/testing results.d) Implements changes and curriculum programs with the focus on a guaranteed and viable curriculum.

3.	<p>Directs and supervises instructional staff and support personnel within the building.</p> <ul style="list-style-type: none"> a) Observes, coordinates and/or evaluates instructional staff within the building. Participates in, conducts and prepares evaluation reports on certified staff in accordance with District guidelines and requirements. b) Writes improvement plans using the district’s evaluation methodology. c) Prioritizes and deals with building and/or site issues and concerns that arise on a daily basis in the absence of the Principal or as delegated. d) Participates and assists in the recruitment, screening, and interviewing of building level staff. e) Coordinates and supervises students and staff in various programs including counseling services, special education, student assistance team, 504 plans, targeted services, etc.
4.	<p>Assumes administrative leadership and support for various building level functions and activities:</p> <ul style="list-style-type: none"> a) Assumes responsibility for all building issues in the absences of the Principal. b) Addresses and assists students and staff in crisis situations. c) Assists in the preparation for parent/teacher conferences. d) Provides educational and counseling for students. e) Assists in managing the daily building operations (e.g. student flow; cafeteria; recess; after school activities, etc.) f) Assists in the development of student scheduling and teacher assignments. Assists with student registration and scheduling including conflicts and changes; assists in planning new student orientation. g) Oversees and coordinates various student service programs including attendance, counseling services, etc. h) Submits district and state reports, as required. i) Assists and addresses transportation problems or issues. j) Assists in supervising co-curricular activities. k) Assists in the planning and coordination of graduation, awards night or other various events. l) Assists in the implementation of building public relation activities. m) Assists with the development and publication of the student handbook.
5.	<p>Assists, collaborates, coordinates and works with the Principal, law enforcement personnel, building personnel, and others in addressing and implementing safety issues, programs and procedures such as fire/tornado drills, building lockdowns, building searches, school/parking lot security, medical emergencies, vandalism, threats, and violence within the building.</p>
6.	<p>Serves on district committees, task forces, and administrative meetings to address educational issues impacting the operations of the district and building, as assigned.</p>
7.	<p>Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).</p>

Required Education, Training, and Work Experience

Required Education / Training:	2 years of graduate school
Degree Information:	Master's Degree
Major Field of Study or Degree Emphasis:	Educational administration or educational leadership
Required Work Experience:	Minimum of 3 years of teaching with some leadership responsibilities
Licenses / Certifications Required:	<ul style="list-style-type: none">• Valid driver's license in Minnesota• Minnesota principal license for grade levels supervised

Essential Knowledge Required to Perform the Essential Functions of the Position

- Curriculum, instruction, and learning principles, concepts, theories, approaches, techniques and trends as well as State, federal and local requirements and standards.
- Management theory, principles and techniques.
- District administrative policies, procedures and standards.
- Budget and financial operations, processes and procedures.
- School laws, rules and regulations, including special education and due process.
- Human relation concepts, principles and techniques.
- Principles, techniques and best practices as it pertains to staff evaluation, coaching and staff development of certified and non-certified staff.
- Fundamentals of curriculum development, research and evaluation principles.
- Knowledge of school leadership model, concepts and principles.

Essential Skills Required to Perform the Work

- Providing leadership, purpose and direction for groups and individuals, facilitating the development of a shared vision for the school, and formulating goals and planning changes with the staff by setting priorities in terms of the community, the district, staff, and students in accordance with the Marzano's leadership model.
- Information collection, including gathering facts and data, seeking knowledge of policies, rules, laws, precedents and practices, managing data flow, and classifying and organizing information for decision making and monitoring of outcomes.
- Observing, evaluating, mentoring and supervising instructional personnel.
- Problem analysis and solving skills including analyzing information, framing issues and identifying causes, seeking additional information, framing and reframing possible solutions, demonstrating conceptual flexibility and assisting others in forming opinions.
- Organizational oversight, including scheduling work, using resources appropriately to meet goals, scheduling activity flow, monitoring procedures to regulate activities, as well as project deadlines.
- Planning, formulating and implementing building levels programs, activities and services consistent with District directives and policies.
- Delegation of authority, including assigning tasks so that they can be accomplished in a timely and appropriate manner, utilizing subordinates appropriately, and follows up on work tasks.
- Ability to accommodate cognition and achievement differences.
- Public relation and communication functions, activities and programs.
- Large and small group presentation skills.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with this position can be best summarized as Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

Classification History and Approval

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