



POSITION DESCRIPTION

JOB TITLE: Assistant Principal Job Class: 5005, 7302, 5015, 5035, 5024, 5016, 5025, 5026		
DATE	DEPARTMENT OR SCHOOL Varies	DIVISION Varies
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Assists the Principal in the overall management of the school. When designated, acts as Principal during periods of the Principal's absence. Assists principal with evaluations, discipline and overall management of the building. Assumes responsibility for activities delegated by the Principal, which can include athletics, safety, special education, governance council, PBIS, learning teams, professional development, enrollment and programming, among others.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Provides a nurturing school environment, rigorous curriculum and high standards.
2. Assumes responsibility for activities delegated by the Principal, which can include athletics, safety, special education, governance council, PBIS, learning teams, professional development, enrollment and programming, among others.
3. Assists and oversees staff in promoting academic excellence for all students. Coordinates academic programs and assessments with other administrators and staff to include guidance counselors, curriculum generalists and department chairpersons.
4. Participates in the observation and evaluation of teacher's performance and the performance of other staff members as assigned. Conducts administrative conferences with school staff and prepares disciplinary notices as necessary.
5. Coordinates, supervises and provides leadership in the school's program of pupil control and discipline, including investigating incidents caused by students and others and settling related problems as appropriate ranging from counseling students up to and including expulsion; requesting assistance by resource personnel as necessary.
6. Ensures all disciplinary paperwork is processed according to regulations and established deadlines. Completes written reports, investigations and maintains all appropriate documentation.

7. Engages students in significant learning activities that provide them with opportunity to apply their learning in meaningful contexts that call for explanation, decision making, investigation, interpretation, problem solving and self assessment.
8. Commits to developing socially conscious students who can adapt and contribute to an ever-changing society through the acquisition of knowledge and the mastery of skills.
9. Assists the Principal with Teacher orientation and professional development and in service training for areas of responsibility.
10. Participates in special events and evening activities (graduation exercises, conferences, Honor Day Program, dances etc.) as requested by the Principal.
11. Guides new students to the school by assisting with enrollment, evaluating transcripts and establishing a schedule to meet the needs of students.
12. Coordinates activities for the parents to encourage active participation in the education of the students.
13. Participates in the school budgeting process.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction and guidance provided by the School Principal.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

School Employees as designated by the Principal.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required)

A master's degree in education or a related field and eligibility to obtain a Wisconsin principal's license at the appropriate level upon appointment.

Experience Requirements

Three to five years experience as a teacher in a K-12 setting and at least one year of experience as an administrator in a school system. Experience in a large, urban district is preferred.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization. Incumbent should possess strong instructional leadership and curriculum development skills. Must be able to develop long-term and short-range goals. The ability to apply good diagnostic and evaluative skills is necessary. Must be responsive to unanticipated needs and be able to handle numerous projects with differing and established deadlines. Must be able to work with a diverse population. The incumbent should be organized and have outstanding analytical skills. The ability to prepare grant applications and to identify funding sources is desired. Proficiency with MS Office to include Word, Excel and Access is necessary. Must have a belief that all children can learn, regardless of their background.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment, with regular time spent among the students in the classroom and in the hallways. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL 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 with or without reasonable accommodation.

General office environment, occasional driving between locations, must be able to handle light lifting and occasional standing, bending. Must maintain visibility with the school staff and students.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.