



## JOB DESCRIPTION

<b>Job Title</b>	Assistant Principal
<b>Department</b>	Secondary Schools
<b>Reports To</b>	Building Principal
<b>Classification</b>	Administration
<b>Location</b>	
<b>Salary</b>	On schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Assistant Principal assumes major responsibility for leading and managing a wide variety of administrative tasks related to the students, staff, parents, and/or community members associated with the school and school district, remaining consistent with policies of the Board of Education and under the leadership of the School Principal. The Assistant Principal is expected to work with leadership at all levels of administration to provide a program of continuity throughout the school system, works closely with the school improvement process, and is responsible for a variety of school administrative functions.

## Essential Job Functions

- Assists the Principal in administrative tasks; including student attendance monitoring, transportation, and student safety.
- Coordinates among schools, departments within school, and provides consultation in Teaching and Learning Department.
- Works closely with the Executive Directors of Teaching and Learning in improving articulation of the educational program across all levels.
- Collaborates with the leadership team and administration to develop school improvement plans and to facilitate professional learning.
- Collaborates with department leaders to monitor, evaluate, and respond to student learning outcomes.
- Ensures the school improvement plan is implemented within departments they supervise.
- Assists in the formulation of the operating budget and makes decisions in the dispersal of budgetary funds. Assists department leaders in preparing the department budget.
- Supervises and evaluates staff.
- Provide oversight and direction for school level emergency response systems.
- Provide oversight and direction to Tier I, II, and III PBIS teams.
- Works toward proficiency in the Principal domains of Wisconsin's Educator Effectiveness system.

- Works toward proficiency of the nineteen components of the Wisconsin Framework for Principal Leadership.
- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Coordinates with university officials and makes decisions in assigning and supervising student teachers.
- Ensures departments function effectively and provides accountability to department chairs.
- Coordinates and plans field trips and other out of building exercises.
- Works cooperatively with social welfare agencies, law enforcement services, and health departments.
- Maintains strong public relations with families and community.
- Cooperates with student services personnel in testing, counseling, referrals, and other student related activities.
- Plans, facilitates, and attends school and District meetings.
- Supervises and responds to general student behavior.
- Assumes the responsibility of the Principal in the absence of the Principal.

#### **Ancillary Job Functions**

- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Educational Leadership or related field.
- Minimum of five years of related experience.
- Principal (51) license.
- NCI certified or must obtain certifications as soon as practical after hire.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum of five years of successful teaching experience at the secondary level.
- Previous administrative experience at the secondary level.
- Additional work beyond the master's degree.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to use a systemic cooperation approach in carrying out assignments while making effective use of resources.
- Ability to learn rapidly and adapt quickly to changing situations.
- Broad general knowledge of curriculum, instruction, and assessment.
- Strong leadership skills.
- Ability to make critical evaluations/suggestions for improving student outcomes.
- Working knowledge of school business functions.

- Expertise in student scheduling.
- Ability to work effectively with staff, families, the community, and students/student groups.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General school and office conditions and moderate noise levels.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Must be able to sit for extended periods of time and to stand/walk frequently.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to work outside normal school hours.