

ASSISTANT PRINCIPAL – MIDDLE SCHOOL

Job Goal: This position's responsibilities are to provide leadership and build a structure of collaborative relationships in the school and community so that all students have a variety of opportunities to succeed and be productive members of the community.

Statement of Responsibility: Student achievement in a performance-based school is a shared responsibility involving the student, family, educators, and the community. The Assistant Principal's leadership is essential. As a leader the Assistant Principal, in collaboration and under the supervision of the Principal, is accountable for the continuous growth of students and increased building performance as measured over time by state standards and locally determined indicators. The Assistant Principal will have opportunities, under Principal's direction, to develop leadership skills and knowledge.

Reports to: Building Principal

Supervises: Teachers, support staff, student teachers and volunteers as designated by the building principal.

Qualifications:

- Possess valid Michigan Certificate
- Masters Degree of above in educational leadership, curriculum, or related field
- Knowledge of early adolescent development and understanding of current middle school research
- Proficient in administrative uses of technology and data-based analysis
- Minimum five years successful teaching experience
- Previous professional leadership experience preferred
- Excellent oral and written communication skills
- Demonstrated ability in group processes, shared decision-making, and team participation
- Alternatives to the above qualifications as the Board may find appropriate and acceptable

Performance Responsibilities:

1. Assists the principal in the development, implementation, and evaluation of efforts related to student academic achievement, ensuring that the school meets or makes satisfactory progress towards District standards and goals and Adequate Yearly Progress (AYP) student achievement.
2. With the principal, provides instructional leadership for school staff; identifies, implements, and monitors school-wide strategies that challenge high achievers and accelerates learning for low achievers; assists in developing appropriate staff development programs designed to improve skills in teaching early adolescents.
3. Assists in the development, implementation and evaluation of data-driven procedures in collaboration with building leadership teams and staff; assists in ensuring that budget and staffing are aligned with district goals; uses data to drive all decisions.
4. Supervises and evaluates school staff; models District standards of ethics and professionalism; monitors, assists, and evaluates staff implementation of school improvement plans and effective instructional and assessment practices.
5. Assists in maintaining a safe and orderly school environment; ensures a positive internal and external appearance of the building in partnership with teachers, parents, students,

custodians and other staff; prepares emergency procedures and communicates them to students, teachers, and staff; collaboratively develops and implements a school discipline plan that contains clear expectations, a system of positive reinforcement, and sequential, consistent, progressive consequences; analyzes and utilizes student discipline data to ensure effectiveness of behavioral interventions.

6. Assists in shaping a school culture conducive to continuous improvement for students and staff; fosters, recognizes, and supports ethnic, cultural, gender, economic and human diversity throughout the school community, while striving to provide fair and equitable treatment and consideration for all.
7. Assists in administering and managing human resources.
8. Assists in managing fiscal resources effectively.
9. Assists with the development of effective community relationships; seeks community support to form new partnerships as aligned with the school mission, vision and goals.
10. Participates in activities to enhance personal and professional development, including District leadership development opportunities; expands use of technology.
11. Performs other functions and duties as assigned by the principal.

Terms of Employment: Salary and benefits as established by the (School District) Administrators' Association collective bargaining agreement. Flexible schedule to supervise/attend events, activities and meetings held evenings and weekends.

Evaluation: As determined by the (School District) Administrators' Association collective bargaining agreement.