**DAWSON SPRINGS INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION**

**TITLE: SCHOOL ASSISTANT PRINCIPAL Code: 1020**

**BASIC FUNCTION**

To assist the Principal in promoting the educational well being of each student in the school and be actively involved in both academic and operations functions related to the school.

**PERFORMANCE RESPONSIBILITIES**

**Instructional Leadership**

* Assists with the development of programs and monitors implementation of curriculum that meet the needs of all the students.
* Assists with the analysis and utilization all MAP and/or KPREP test data for the improvement of teaching and learning.
* Assists with the maintenance of a school-wide climate and organization for learning (high expectations, cooperation, support, positive attitudes, etc.)
* Facilitates the development of curriculum/instructional programs based on theories, research findings, and needs assessment results.
* Identifies and communicates effective teaching strategies, classroom management strategies, and strategies for altering pupil behaviors.
* Incorporates computer and other technology into the management and instructional processes.
* Provides on-going technical assistance to teachers.
* Works with special educators in leading the building ARC and in implementing the IEP for special education students to appropriately modify instruction, services, and expectations for students referred for special education placement (if designated by principal).
* Stays current on educational changes and developments through reading professional literature and attending professional meetings.

**Program Planning**

* Identifies and communicates effective instructional planning strategies.
* Determines priorities based on assessed needs, sound theories, financial capabilities, time, expertise, timelines, and resources.
* Assists with the development of the School Improvement Plan encompassing goals, objectives, activities, timeline-lines, and resources.
* Assists with the development and monitoring of the school Professional Development Plan.
* Monitors the implementation of programs/services through a systematic design.
* Supervises the re-evaluation and the adjustment of curriculum/instructional programs as needed.
* Works with Athletic Director in coordinating the athletic program. Maintains the program in conjunction with all rules and regulations of the K.H.S.A.A.
* Utilizes staff in curriculum and instructional improvement.
* Organizes for maximum time for academic learning.
* Assists with the planning, organizing and direct implementation of all school activities.
* Develops schedules for teachers and students that will provide for the efficient operation of the school and result in a high level of learning for students.
* Develops schedules for classroom observations, conferences and follow-up activities as designated by the Principal.

**School Management**

* Assists substitutes on a daily basis.
* Utilizes effective interview and selection process to select most competent candidate as designated by the principal.
* Assists principal in the assignment of personnel to positions which ensure optimum performance and equitable disruption of assignments.
* Systematically evaluates the performance of personnel to improve competencies.
* Plans and conducts staff development activities to improve competencies of school personnel.
* Utilizes strategies which lead to a higher level of motivation.
* Assists with the organization and supervision of support service personnel for optimum performance.
* Facilitates positive faculty and staff attitudes.
* Assists with classified and certified staff meetings to keep members informed of the policy changes, new programs, and related concerns.
* Rewards faculty, staff, and students for quality work.
* Assists with the establishment of guides for proper student conduct and maintenance of student discipline according to board of education and SBDM policy.
* Provides due process procedures required by law in the management of school employees and students.
* Assists with the preparation of reports, records, lists, and all other paperwork required or appropriate to the schools administration, attendance, and reporting student progress.
* Plans and supervises fire drills, earthquake drills, and emergency preparedness programs.
* Assists with the coordination, planning and work of the school administrative staff.
* Coordinates instructional development activities of the school in cooperation with the Director of Teaching and Learning and the Principal.
* Coordinates and supervises bus loading and unloading activities during school and for athletic events.
* Assists the Principal in maintaining discipline throughout the school and handles referrals from teachers or bus drivers.
* Assumes responsibility for a part of the general supervision of the student body, staff and educational program of the school.
* Holds conferences with parents, teachers and students or any combination thereof when necessary.
* Assists in preparation of materials and building, and any other activity related to the opening and closing of the school year.
* Interprets the district-wide attendance policy for students, teachers and parents.
* Verifies attendance information and data.
* Works to have the best attendance possible by monitoring tardies, early dismissals and absenteeism.
* Provides information to complete state reports.
* Disseminates educational materials and information to department heads and other staff members.
* Assists with orientation of new staff members.

**Community Relations**

* Works with other schools and organizations in a professional manner.
* Involves parents in the activities of the school.
* Assesses community expectations and perceptions of school performance.
* Communicates with citizenry by a variety of means (i.e., media, newsletters, and meetings.)
* Utilizes community resources to support programs and services including parent volunteers.
* Conducts regular parent advisory committee meetings.
* Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs.

**Business Management**

* Manages financial resources in a most cost-effective manner.
* Applies local and state school board regulations to business management decisions.
* Helps maintain fiscal accountability system.
* Assists with the development and monitoring of the financial plan (budget) based on programs/service priorities and financial capabilities.
* Organizes and involves teaching staff in monitoring and developing a financial plan for instructing needs.
* Inspects building and grounds on a daily basis in order to manage the maintenance of the facility and reports maintenance needs to the Director of Maintenance.

**Interpersonal Relationships**

* Manages conflict situations in an effective manner.
* Perceived as an effective listener.
* Keeps the Principal informed of the schools activities and problems.
* Demonstrates effective written communication skills with all publics.
* Demonstrates effective oral communication skills with all publics.
* Manages change and new programs by utilizing effective change and pacing strategies.
* Solves problems utilizing a variety of techniques.
* Makes decisions from a base of relative information.
* Utilizes a process for involving personnel in decision making activities, including faculty meetings, grade or department meetings, etc.
* Facilitates discussions and decision making sessions efficiently and productively.
* Plans and facilitates meetings for optimum use of time and resources.

**Professional Development**

* Participates in the district administrative team meeting in a positive, helpful and resourceful way.
* Performs professional responsibilities and duties as outlined in the job description including regular attendance and punctuality.
* Assumes responsibility for school-related activities that extend beyond the school day.
* Attends workshops, institutes, courses, and conferences relevant to continuing professional development, and managing the school programs.
* Demonstrates knowledge of current professional literature and materials including the effective school research.
* Demonstrates effective time management practices which accomplish the required volume of work.
* Reacts to stress situations in a reasonably calm and positive manner.
* Meets timeliness and deadlines as requested.
* Conducts self and administrative office in an organized and business-like manner.
* Exhibits dependability in carrying out assigned responsibilities.
* Accepts constructive criticism.
* Exhibits assertiveness as appropriate in dealing with administrative responsibilities.
* Works with the Central Office staff and other support personnel on school programs and goals related to instruction, transportation, professional staff development, and special services.
* Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board.

**Technology**

* Demonstrates knowledge of the use of technology in business, industry and society.
* Demonstrates basic knowledge of computer/peripheral parts and attends to simple connections and installations.
* Practices equitable and legal use of computers and technology in professional activities.
* Applies research-based instructional practices that use computers and other technology.
* Uses computers and other technology for individual, small group and large group learning activities.
* Uses technology to support multiple assessments of student learning.
* Instructs and supervises students in the ethical and legal use of technology.

**QUALIFICATIONS**

Holds valid Kentucky certification for principal

**REPORTS TO:** School Principal

Employee Signature Date

Revised