

MARION COUNTY JOB DESCRIPTION

Position Title: Principal, Assistant
Department: Building
Reports To: Principal
Approved By: Marion County Board of Education Date: July 2015
Job Class Code: 1020

SUMMARY: Assist the principal in all areas to provide instructional leadership to staff including: Curriculum planning, review and implementation; and professional development. Responsible for building administration and the safety and welfare of both students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

INSTRUCTIONAL LEADERSHIP - As delegated, manages the instructional program in a manner that exhibits competencies which result in teaching and learning being priorities and school improvement constantly occurring.

The assistant principal develops a decision-making and communication structure that assures effective planning, communication, and problem solving with areas of responsibility.

The assistant principal provides opportunities for each faculty and staff member to grow, develop, and experience success.

FACULTY AND STAFF PERSONNEL MANAGEMENT - Assists in managing faculty and staff in a manner which utilizes talent effectively; creating a healthy school climate.

The assistant principal, when asked to assist, utilizes the faculty selection process to identify the most competent candidates to be recommended for employment.

The assistant principal, when delegated the responsibility, observes the performance-formative evaluation-of certified employees under the principal's direction. If necessary, writes prescription for improvement of performance.

The assistant principal, when delegated the responsibility, conducts Summative Evaluation within state and local Board Policies.

The assistant principal uses the Kentucky Certified Evaluation Model when observing, evaluating, and conferencing with certified employees.

The assistant principal, when asked, helps develop appropriate faculty and staff personnel job expectations, job descriptions, and regulations.

The assistant principal helps to develop a positive school climate by exhibiting positive administration by involving, in areas he/she is responsible for, faculty and staff personnel in decision making and problem solving, and by building trust, respect, cohesiveness, and high morale.

The assistant principal, when asked to do so, completes accurate personnel records, and forwards them to appropriate persons on a timely basis as requested.

STUDENT PERSONNEL MANAGEMENT - Insures that student conduct/attendance/personal problems are handled effectively, reasonably and positively.

The assistant principal provides an effective support system for students with learning and/or behavior problems which leads to the development of a systematic program to reduce absenteeism.

The assistant principal promotes optimum attendance of all students by development of a systematic program to reduce absenteeism.

The assistant principal manages student data through an accountable, confidential (as appropriate) and efficient record-keeping system; i.e., grants, attendance, test data, health reports, census files, etc.

The assistant principal utilizes the services of the Director of Pupil Personnel in providing resources and assistance in planning in-school student services and in dealing with special student needs.

SCHOOL BUSINESS AND RESOURCES MANAGEMENT - Assists in operating the school in an efficient and cost-effective manner by planning and managing, as directed, financial and material resources.

The assistant principal adheres to proper accounting procedures as regards purchase orders and bookkeeping.

The assistant principal, **if directed to do so by the principal**, manages the textbook program as required by law. He/she plans effectively for the selection, ordering inventory, and student accountability, and carries out plans in a manner that shows optimum use of textbooks.

LEADERSHIP IN PUBLIC RELATIONS - Assists, as directed, in conducting

a public relations program which builds positive support from all the publics comprising the school community.

The assistant principal sends out communications which are written so intended audiences can understand the contents and which are written in a format demonstrating competent writing skills, editing skills, etc.

The assistant principal receives information, formally and informally, about the needs and concerns of the various publics and responds in a reasonable and fair manner.

MANAGEMENT OF SUPPORT SERVICES, CO-CURRICULAR ACTIVITIES AND ATHLETIC PROGRAMS - As directed, supervises support services, co-curricular activities, and athletic programs to assure each ones optimum contribution to the total program of the school.

The assistant principal, under the principal's direction, supervises maintenance of the school plant and grounds to keep them in good repair, safe, clean, and attractive. He/she attends to in-school vandalism in an appropriate way. Included is supervision of custodians.

The assistant principal assists the principal in supervising food services/cafeteria and transportation to ensure proper student behavior and safety on buses.

The assistant principal, under the principal's direction, coordinates the development and conduct of co-curricular and athletic programs to assure that students are provided a program that meets their developmental needs.

PERSONAL COMPETENCIES - Demonstrates, in each of the following areas, personal competency.

The assistant principal desires and models positive personal relationships with others and shows evidence of strategies to build positive relationships with staff, students, parents, and central office personnel.

The assistant principal demonstrates the ability to assess and be sensitive to the thoughts, feelings, proposed actions, and actions from the viewpoint of staff, students, parents, and central office personnel.

The assistant principal looks for strengths of individual staff members, holds a positive perspective towards them, and plans ways to maintain a

supportive group climate.

The assistant principal demonstrates communication skills that effectively convey information both orally and in writing. He/she is perceived as an effective listener.

The assistant principal reacts to stress situations in a calm and positive manner and has the necessary skills to bring parties together rather than polarize relationships.

The assistant principal demonstrates time management skills which accomplish required volume of work on time.

The assistant principal conducts self and administrative offices in an organized and business-like manner.

The assistant principal meets deadlines, tasks, and scheduled events on time and without frequent reminders.

The assistant principal exhibits assertiveness, as appropriate, in dealing with administrative responsibilities.

The assistant principal participates as part of the Marion County Administrative Team in a positive, helpful and resourceful way.

COMPLIANCE WITH THE LEGAL STRUCTURE -

The assistant principal will comply with all legal expectations communicated through federal and state laws, administrative procedures and regulations; and Marion County Board of Education policies.

SUPERVISORY RESPONSIBILITIES: Manages all employees in the school assigned to him/her by the principal. Is responsible to work with the principal for the overall direction, coordination, and evaluation of the school and staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting the principal in interviewing, hiring (after consultation with the Site Based Council), training employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION 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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: M. A. and five (5) years experience in teaching and administration.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate with M. S. Endorsement or special course work related to the appropriate school level.
Professional Certificate For Instructional Leadership - Principal, All Grades

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision.

The demands of extended work days (coverage of building activities and extra-curricular activities, etc.) requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at the same time.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

FileName:Principal, Assistant