

BALDWIN-WHITEHALL SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Assistant Principal for Middle School

DEPARTMENT: Harrison Middle School

QUALIFICATIONS:

1. General qualifications of the permanently certified teacher in the Commonwealth
2. At least a master's degree from an accredited institution with a major in administration and supervision.
3. A valid state certificate to practice as a school principal.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Middle School Principal

SUPERVISES:

Teaching staff
Other professional staff
All non-professional school staff
Other resource and service personnel while functioning in the school

JOB GOAL: The Assistant Principal is responsible to support the Principal in the operation of the middle school and all of its functions.

PERFORMANCE RESPONSIBILITIES:

The Assistant Principal will assist the Principal to:

1. Assures that classroom atmosphere is orderly with learning taking place at all times.
2. Keep discipline records for significant discipline problems.
3. Follow consistent and fair procedures.
4. Establishes and follows effective discipline guidelines.
5. Maintain lines of communication to keep all concerned parties informed regarding discipline procedures and actions.
6. Administer school rules regarding attendance.
7. Observes professional employees according to Board Policy.
8. Confers with all employees following the observation.
9. Provides the Teacher and Central Administration with a copy of the Observation Report.

10. Meets with each Teacher at least annually, to discuss teacher performance and progress.
11. Evaluates the curriculum through classroom observations and working closely with departments of teachers proposing changes.
12. Assists in student scheduling and the preparation of master schedule for the implementation of the educational program with optimum utilization of staff and facilities.
13. Utilizes the expertise of all district resource personnel.
14. Demonstrates through tests and other data that the existing curricula are meeting the needs of students and the community.
15. Collaborates with Principal and Assistant Superintendent assuring that curricular programs meet existing State Standards.
16. Allocates building resources to meet the needs of programs.
17. Provides assistance to staff to assure the selection of appropriate materials, supplies, and equipment.
18. Schedules and prepares timely faculty meetings throughout the school year to carry on communication with staff regarding instructional needs.
19. Provides input for the monthly report to the Superintendent.
20. Attends meeting of school related parent groups.
21. Sees that parent groups do not infringe on the responsibilities of the school administrator.
22. Establishes lines of communication with parent groups to keep them informed of occurrences in the school.
23. Sponsors parent visitation, (including Open House, Parent Academy, Curriculum Night, etc...) at appropriate times during the school year.
24. Maintains a positive community attitude toward the school.
25. Supervises parent-teacher conferences and assists in making parents aware of their child's academic programs and any behavioral problems.
26. Maintains all student records in keeping with established Board Policies.
27. Provides procedures to effect efficient and timely student transfers.
28. Oversees student grading and maintains consistent grading policies.
29. Establishes procedures and monitors the confidentiality of records.
30. Presents data and how to access the information
31. Oversees staff members using student records to help design programs for students.
32. Provides for the least restrictive environment.
33. Assists in the implementation and coordination of the Gifted Program.
34. Directs processes relating to I.E.P. conferences.
35. Participates in pupil personnel meetings and expresses the feelings and concerns of the staff about children being discussed and evaluated.
36. Initiates actions growing out of pupil personnel meetings.
37. Initiates referrals for testing and placement.
38. Assists supervising the school guidance program.
39. Plans a program of diversified activities in each school year.
40. Provides equal opportunity for both boys and girls.

41. Plans an even distribution of programs – including: music, drama, academic functions, etc...
42. Encourages participation by students and staff in activities, club programs, and community projects.
43. Supervise the implementation and operation of all activities.
44. Demonstrates proper fiscal management programs.
45. Evaluates all programs each year and effects necessary changes.
46. Follows procedures, completes appropriate rating document and forwards all documentation to Central Administration.
47. Observes and refers good substitutes and student teachers.
48. Utilizes PA-Educator to review candidates.
49. Collects information from as many sources as possible on a prospective employee if the interview warrants further investigation.
50. Provides substitutes and new personnel an orientation conference, manuals and guidelines of operation and job expectations.
51. Furnishes all reports, including employment recommendations to Central Administration, with proper signatures affixed.
52. Recruits personnel from a broad base.
53. Recommends to the building custodians, solutions for problems regarding the cleanliness of the building.
54. Inspects the building and confers with custodians to make safety adjustments.
55. Assists and prepares a list of summer projects for the Assistant to the Superintendent Finance and Operations.
56. Works with school personnel, students and community groups to keep incidents of vandalism to a minimum.
57. Recommends changes to maximize the effective utilization of building and grounds.
58. Works with the Assistant to the Superintendent Finance and Operations, to provide a preventative maintenance program.
59. Researches and utilizes professional journals and books to determine appropriate topics.
60. Analyzes students' and staffs' current understanding of concepts and plans programs, activities and in-service based upon analysis.
61. Assists in the preparation of teacher and student handbooks.
62. Supervises the school's transportation service and works with Central Administration staff on school problems related to this service.
63. Assists in the development of safety procedures for building emergencies (fire drills, etc...).

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Walking and standing for prolonged periods
- Lifting, carrying, pushing, pulling 35 pounds

- Ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

Language Skills: Ability to read, analyze and interpret general business periodicals, professional and technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, parents and the general public.

Other Skills and Abilities: Ability to apply knowledge of current research and theory in specific field. Ability to create and maintain effective working relationships with students, staff, and the community. The ability to communicate clearly and concisely both in oral and written form. Demonstrates awareness of all district requirement and Board of Education policies. Ability to use a personal computer and related software.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) 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

TERMS OF EMPLOYMENT:

Work year, workdays, salary, and benefits are established in accordance with the provisions of the Act 93. Initial salary shall be determined by the Board of School Directors

EVALUATION:

Performance of the job will be evaluated at least annually in accordance with the provisions of the Act 93.

ACKNOWLEDGEMENT:

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

Employee Signature _____ Date _____