

Job title	<i>Assistant Principal</i>
Reports to	<i>Principal</i>

Job purpose

The Assistant Principal assists the Principal in providing leadership and supervision in administering the educational program in order to promote the educational development and achievement of students in accordance with Board of Education policies, administrative procedures, rules and regulations, and applicable law. To provide leadership in program development and improvement, as well as in professional staff development. To serve as Principal in the absence of the Principal.

Duties and Responsibilities

Professional Capacity

- Assists with the hiring, support and retain effective staff; develop or exit low performers.

Systems Management

- Assists with allocating resources to best support school improvement
- Builds and maintains a safe and orderly school environment that meets the academic, social, emotional and physical needs of each student.
- Provides coherent support services and accommodations to meet the needs of each student
- Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extracurricular activities.

Instructional Leadership

- Conducts high quality classroom observations, identifies effective teaching practices, and understands pedagogy that results in improved student learning
- Assists with the develop staff members' professional knowledge, skills and practice through differentiated opportunities for learning and growth
- Assists teachers in selecting yearly professional goals for the improvement of instruction.
- Assists in the development and administration of school programs consistent with school district goals and objectives.
- Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
- Assists in coordinating the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices. Focus on Achievement
- Uses assessment data appropriately to monitor student progress and improve instruction.
- Ensures district curriculum, instructional models and assessments are implemented with fidelity.
- Embodies high expectations for student learning and behavior.
- Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
- Involves staff in the evaluation of programs and the planning of new programs.

Vision, Mission, Values

- Assists in the development of an educational vision for the school to promote the academic success and well being of each student, and hold staff accountable for the vision.
- Articulates, advocates, and cultivates core values that enhance high expectations, equity, inclusiveness and social justice.

Climate of Care and Support

- Ensures that each student and staff member is treated fairly, respectfully, with an understanding of culture and context in interactions, decision making and practice.
- Creates and sustains positive relationships with staff, families and the community for the benefit of students.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct and attendance conforms with the school's standards and school district policies.

Ethics and Professionalism

- Acts ethically and professionally in personal conduct, relationships with others, decision-making, stewardship of the schools' resources and all aspects of leadership, places children at the center of education and accepts responsibility for each student's academic success and well-being.
- Provides moral direction for the school and promotes ethical and professional behavior among faculty and staff.
- Assists in ensuring that Board policies and procedures are implemented and followed at the school.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Ensures proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
- Adheres to all negotiated contract provisions.
- Reports to work as scheduled on a regular and reliable basis.

Supervisory Responsibilities

- May supervise instructional staff as assigned.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Qualifications & Skills

- Master's degree from an accredited college or university. Five years of increasingly responsible educational administration experience.
- Indiana School Administrator's License
- Exceptional ability to collaborate with diverse stakeholders to achieve ambitious goals
- Exceptional leadership, organizational, and strategic planning skills
- Ability to build relationships, manage people, and solve issues in a complex and fast paced environment.
- Evidence of excellence through continuous learning and data analysis
- Superior oral, written communication, and interpersonal skills
- A high degree of personal integrity, professionalism, and persistence

Physical requirements

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

Approved by:	
Date approved:	
Reviewed:	