

Job title	<i>Assistant Principal of Student Services</i>
Reports to	<i>Principal</i>

Job purpose

The Assistant Principal of Student Services is responsible for aligning and coordinating the special services available with Social Worker, Discipline, Related Service Providers, and Special Education staff for the educationally handicapped student population. 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.

Special Education/Services Leadership

- Responsible for supporting Ignite's MTSS process with general and special education staff.
- Support Leadership with IDEA Part B (611 & 619) Submission and Reporting
- Support Leadership with Supervision of Special Education and ESL Staff and SPED Instructional Assistants.
- Provide Special Education Staff Professional Development specific to the Writing and Implementation of IEPs and Conducting Case Conferences
- Coordinate and develop administrative procedures for the administration of special education programs and services that are consistent with Board policy, Ignite's mission and vision, and statutes and regulations of the State of Indiana.
- Works with the Principal and Chief Operations Officer to develop and maintain an annual Special Education budget congruent with the LEA's calendar year budget process and schedule.
- Chair significant special education case conferences as the Public Agency Representative (PAR) and delegate PAR responsibilities for significant special education case conferences to a member of the administrative team in the event of an absence.
- Create and monitor all professional growth plans for all staff within the LEA under the scope of special education and English language learners

- Conduct all observations of all staff within the LEA under the scope of special education and English language learners, and special services (school social worker) and conduct follow-up coaching sessions on effective teaching practices
- Provide General Education Staff Professional Development specific to MTSS, Case Conferences, and other Special Education Topics

Student Culture/Discipline

- Provides Oversight and Leadership for the school culture/discipline team.
- Supports the school's character development program and ensure it builds and reinforces positive self-identity and necessary character strengths
- Implement a school-wide behavior management system with meaningful incentives and redirection strategies
- Assists principal in creating recognition assemblies, parent academies, community meetings and other school-wide culture building activities
- Work closely and effectively with children who have/are experiencing trauma resulting in behavior challenges.
- Engage their families, partner with behavioral health organizations and support services to execute individual individualized behavior interventions when needed
- Facilitate staff trainings on student-teacher relationships, restorative practices, classroom management, parent partnership and school culture
- Conduct regular school culture walk-throughs to help staff maintain a high bar of excellence
- Accurately monitor and analyze daily discipline data; create new systems and structures to proactively address school's areas of need
- Enforce and monitor the enforcement of the student code of conduct.
- Support Principal and Assistant Principal of Instruction with gathering data on student learning and teacher proficiency to diagnose teachers' strengths and weaknesses constantly and determine strategies for improving their practice and improving classroom culture and climate.

Vision, Mission, Values

- Assists in the development of an cultural 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.
- 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. 2-5 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:	