

JOB TITLE: Assistant Principal

DEPARTMENT: Instructional Services/Assigned Site

REPORTS TO: Site Principal

FLSA STATUS: Exempt

EMPLOYMENT STATUS: Full-Time – Approximately 200 day contract

SUPERVISES: Assigned Staff

MINIMUM JOB REQUIREMENTS:

Education: Master's degree with a valid Oklahoma elementary or secondary certificate; standard Oklahoma teaching certificate

Experience: Experience as required by the district.

Skills: Excellent oral and written communication skills; excellent interpersonal and problem resolution skills; strong mentoring skills; strong people management skills

ESSENTIAL JOB FUNCTIONS: *these statements are intended to describe the responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

1. Promotes the success of all students by facilitating the articulation, implementation and stewardship of the district's vision of learning.

- *Supports priorities for improving student achievement
- *Articulates and promotes high expectations for teaching and student learning
- *Supports the alignment of the site educational programs and plan to the district's vision and goals for student achievement
- *Supports communication strategies to inform stakeholders of progress towards the district's vision and mission

2. Provides instructional leadership by supporting and advocating a school culture and instructional program conducive to student learning and staff professional development.

- *Assists in the direction of site activities designed to support the alignment, coordination and evaluation of the written, taught and assessed curriculum
- *Participates in the analysis and identification of school improvement needs; assists in the oversight of school improvement activities
- *Provides instructional leadership in the delivery of curriculum; assists in directing school resources to address diagnosed needs

- *Provides leadership for assessing, developing and improving student achievement
- *Assists in interviewing and recommending teachers and staff to support quality instruction; supports alignment of teacher expertise with student instructional needs
- *Evaluates assigned staff and provides direction for improving instruction; monitors the delivery of instruction, analyzes and communicates areas of deficiency and develops teacher professional growth plans; assists teachers in evaluating the effectiveness of their methods of instruction on learner outcomes

3. Promotes the success of all students by providing oversight of site operations and resources for a safe, efficient and effective learning environment which maximizes student outcomes.

- *Supports and implements an effective student discipline program in accordance with Board of Education policy and which supports the delivery of instruction
- *Supports site emergency preparedness; insures building and staff compliance with district safety standards
- *Manages fiscal resources of the school as assigned responsibly, efficiently and effectively
- *Effectively manages and communicates district policies and procedures
- *Demonstrates effective communication skills with a variety of stakeholders in the operation of the site
- *Oversees site procedures to maximize opportunities for successful learning

4. Promotes the success of all students by collaborating with families and community members, responding to diverse community interests and assisting with the mobilization of community resources.

- *Provides leadership in the support and maintenance of a strong parent outreach program
- *Engages the community to create shared responsibility for student and school success
- *Promotes and supports parent/student/community involvement in the school
- *Assists in connecting students and families with health, human and social services they need to stay focused on learning

5. Promotes the success of all students by acting with integrity, fairness and in an ethical manner.

- *Demonstrates ethical, trustworthy and professional behavior
- *Demonstrates values, beliefs and attitudes that inspire others to higher levels of performance
- *Applies policies and procedures in a fair and equitable manner
- *Demonstrates sensitivity to the diversity in the school community
- *Treats people equitably and with dignity and respect

ESSENTIAL BEHAVIOR:

Ability to use sound judgment in any situation. Ability to receive and appropriately respond to directions from administration. Able to successfully deal with changes and properly respond to complaints. Able to work cooperatively with all district employees and the public while achieving the objectives of the job.

ATTENDANCE STATEMENT:

Able to be in attendance for assigned responsibilities with 95% attendance.

ENVIRONMENTAL CONDITIONS:

Primarily inside working conditions; some exposure to environmental conditions during outside duty.

PHYSICAL STANDARDS:

While performing the duties of this job, the employee is required to sit, stand, walk, bend, stoop, reach. Talking and hearing as to communicate verbally; smell to identify odors; close vision (clear vision at 20 inches or less) with or without correction; distance vision (clear vision at 20 feet or more) with or without correction; color vision (ability to identify and distinguish colors); peripheral vision, depth perception and ability to adjust focus; ability to react quickly with no advance warning to secure student safety, including running/chasing student and/or to control student behavior