

**CNE BOARD OF EDUCATION
JOB DESCRIPTION
Locator Index 2.02**

Title: 2.02 Assistant Principal

Reports to: Principal, Local Superintendent

Employment Status: Full Time, 260/261 Day Contract

FLSA Status: Exempt

Qualifications: State of Ohio Principal's or Superintendent's Certificate/License
Valid Driver's License
Successful completion of BCI/FBI background check

Preferred Skill Sets:

- Ability to identify and address systemic issues
- Ability to build relationships with all staff members and the community
- Understanding of building operations and appropriate use of federal and state funds to support needs within the building
- Capability to facilitate people through the systemic change process using foundational coaching skills in large and small group meetings
- Understanding of how to use data to select and inform priorities, improvements, and to make decisions
- Ability to develop and meet timelines for completion of projects, tasks, and activities
- Capability to manage multiple projects and prioritize time for multiple projects
- Willingness to engage in continued professional learning to enhance individual skill sets related to this position
- Ability to accept coaching supports and feedback from individual(s) assigned to support the position
- Understanding of how Teacher-Based-Teams (TBTs), Building Leadership Teams (BLTs), and District Leadership Teams (DLT) can improve educational outcomes for students.
- Effective oral and written communication skills, including presentation skills

Responsibilities:

- Supports the Principal in leading building level professional development in collaboration with BLT and TBT recommendations
- Is a member Building Leadership Team (BLT) and helps ensure all Teacher-Based Teams (TBTs) are functioning at a high level
- Uses social media, website, print media, etc to highlight the accomplishments of staff and students

Locator Index 2.02

Assistant Principal

- Promote the use of Positive Behavior Intervention Supports (PBIS), Restorative Practices, and Restorative Circles to foster a positive school climate
- Primarily manages discipline referrals and communicating outcomes with parents and staff
- Effectively collaborate with the building principal and staff to support high quality implementation of instructional programming for improved outcomes
- Attend and supervise after school activities including but not limited to sporting events, band concerts, plays, banquets, Open House, curriculum nights, etc
- Assists the Principal in leading the building through the change process, selecting/deselecting educational innovations and resources
- Assist with the creation of a building master schedule that meets the needs of all students.
- Evaluate and provide growth evoking feedback to teachers in order to improve instruction
- Regularly visit classrooms and be visible throughout the school day.
- Collaborates with the Principal, Dean of Students, Local Law Enforcement, Fire Department, County Emergency Management, etc to develop a comprehensive building safety plan in accordance with Ohio law.
- Regularly communicates important information with parents through email, social media, website, etc
- Completes all district required training modules by established deadlines as required by board policy

Evaluation Method: Ohio Principal Evaluation System (OPES)

Other Duties and Responsibilities

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings including keeping a professional social media presence
- Help instill in students the belief in and practices of ethical principles and democratic values; and
- Performs other duties related to the position as assigned by the building principal and/or the superintendent of schools

Additional Working Conditions

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students