

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Assistant Principal	
<i>Supervisor:</i> Building Principal	<i>Classification:</i> Certified Administrative (FPA)
<i>Days/Months:</i> 191 - 203 days	

General Responsibilities

Provides assistance to the building principal in the administration of the total school program.

Examples of Duties

Leadership:

Assists the building principal in promoting shared vision with individuals and groups; facilitates teamwork and collegiality. Assists in the formulation of goals, establishing priorities, and developing action plans to accomplish the school=s mission.

Serves as the administrative head of the school in the absence of the principal. Provides leadership in expectations of high student achievement and communicates effective instructional methods.

Curriculum:

Knows, understands, and facilitates aligned standards-based curriculum, methods, and technology. Assists in the successful implementation of assessment policy.

Student Support:

Acts to ensure safety and security of students, personnel, and school property within the school facility, on school grounds, and in school-related activities off school property. Coordinates programs and services that promote student safety, growth, development, and responsibility.

Organizes and supervises extra-curricular activities.

Coordinates and monitors student attendance, identifies poor attendance patterns, and communicates with parents.

Staffing:

Supervises staff attendance and assignment of substitute teachers. Participates in the hiring and/or assignment of staff, as requested by the building principal.

Professional Development:

Supervises and assists in the evaluation of staff through a positive process designed to improve skills, instructional programs, and support services. Motivates staff to participate in professional development.

Communication:

Recognizes and uses varied methods to communicate effectively with the school community and local media.

Laws, Policies, Procedures, and Good Business Practice:

Administers and acts in accordance with federal and state laws, Board policies, and regulations. Works within district policies, procedures, and directives.

Assists in the administration of the school=s budget, financial accounts, and contracts consistent with district procedures; and in a responsible, accurate, and effective manner.

Knows, understands, and acts in accordance with process required for district=s compliance with special education and civil rights laws and regulations.

Knows, understands, and acts in accordance with the terms of negotiated agreements for certified and classified employees.

Administers student discipline according to district policies and regulations, in a fair and consistent manner.

Social, Cultural, Political, and Economic Factors:

Recognizes and acts with understanding of the social, racial, cultural, political, and economic forces that influence a positive school environment.

Parents and Community:

Actively seeks the involvement of diverse family and community members in all facets of the school program. Provides a supportive and respectful school environment.

Encourages volunteer participation of parents and community members.

Facilities Maintenance and Operation:

Ensures that facilities are safe, clean, orderly, and well maintained.

Coordinates usage of building and grounds in accordance with Board policy.

Organizes and directs school emergency plans, including evacuation drills.

Performs other duties as assigned.

Equipment Used

Computer, printer, fax machine, copy machine.

Independent Decisions

Independent decision-making expected, verifying course of action with supervisor and district administrators as needed.

Primary Working Contacts

Building principal, certified and classified staff in the building; other principals, district administrators, district employees; families and community agencies.

Supervision Received and Exercised

The assistant principal is supervised by the building principal, and the assistant principal assists in the supervision of certified and classified staff in his/her building.

Unusual Working Conditions

Attendance at evening/weekend meetings and activities required; workload may be stressful; confidentiality required.

Qualifications

Education/Certification: Must possess a valid State of Alaska Type A teaching and Type B administrative certificate prior to employment. The incumbent should possess demonstrated skills in focusing staff and students on academic excellence; computer literacy with knowledge of instructional technology; demonstrated skills in staff motivation, development, and supervision; strong interpersonal skills; awareness of positive student discipline procedures and skills in parent relationships and community involvement.