

Monticello Public Schools
ISD #882
JOB DESCRIPTION

Position Title: Assistant Principal

Department: School Administration

Exempt Status: Exempt

Reports To: Superintendent of Schools

Date: January 10, 2017

Approval: Assistant Superintendent

JOB SUMMARY: Under the direction of the Monticello School Board and the Superintendent of Schools, the Assistant Principal assists overseeing the operation and educational programs of their respective school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

65% Supervision

- A. Maintain high standards of student conduct and enforce discipline as necessary. Allowing students the right of due process. Intervene in occurrences of inappropriate behavior of students and/or parents for the purpose of assisting students in modifying inappropriate behavior, developing successful interpersonal skills, and/or initiating disciplinary action.
- B. Evaluates the performance of staff based on district guidelines.
- C. Establishes a community of professional learners through on-going professional development.
- D. Supervises the maintenance of the school building by observing and reviewing reports of problems, assessing needs, and directing maintenance or repair.

15% Management

- A. Creates and monitors a school culture for learning that envisions and enables instructional programs.
- B. Assists in administering school education programs.
- C. Collaborates with other district administrators in assessing and recommending district programs and services.
- D. Upholds building policies and develops building procedures to facilitate the delivery of programs.
- E. Assists and collaborates with sped staff to implement school sped programming.
- F. Monitors individual student progress through special services.
- G. Leads/assists the process of selecting and recommending staff to be hired.
- H. Participates in the planning and supervision of fire drills, emergency preparedness program and all other school crisis and civil incidents.

10% Communication

- A. Establish and implement procedures to receive input from internal and external public.
- B. Maintain accessibility and positive relationship to the public.
- C. Monitor publications of newsletters, handbooks, and social media.

5% Budget Support

- A. Assist the Principal in developing and implementing the building budget.

5% Professional Development

- A. Maintains active memberships in professional organizations.
- B. Attends meetings, in-services, workshops and conferences as required.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Bachelor's degree in teaching required.
- Current principal's license issued by the Minnesota Department of Education.

Experience:

- Educational administration or educational leadership, or a closely related field, preferred.
- At least three years of full-time equivalent teaching experience is required.
- Evidence of experience in leadership roles.

Essential Skills Required to Perform the Work:

- Strong leadership and time management skills required.
- Knowledge of district and general administrative policies and procedures.
- Knowledge of K-12 curriculum and best practices for integrating technology into instruction.
- Ability to manage multiple projects simultaneously.
- Knowledge of software and hardware as required for the position.
- Ability to provide courteous customer service relations.
- Information collection, including gathering facts and data, seeking knowledge and policies, rules, laws, precedents, and practices, managing data flow and classifying and organizing information for decision making and monitoring.
- Ability to implement and model the "Code of Conduct".
- Ability to communicate effectively with students, parents, teachers, administrators, community, and staff.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile, postage meter.
- Proficiency or ability to learn various software applications.

Supervision of Other Employees:

- Directly supervises all staff assigned to the building.
- Responsible for supervision of special education cooperative employees within the building.

Physical Job Requirements:

- Requires ability to walk, stand, and move throughout the building.
- May require physical intervention with students.

- Requires extended periods of sitting and working on a computer.
- Requires frequent repetitive motion on keyboard.
- Requires occasional travel to attend meetings.
- Requires occasional light lifting.
- Position involves listening, speaking clearly, and visual acuity.

Mental Job Requirements:

- Position requires flexibility and a willingness to undertake a variety of requests for assistance, sometimes from more than one person.
- Position requires exercising confidentiality in handling school district information.
- Position requires planning for upcoming scheduled events and deadlines in a timely manner.
- Advanced current knowledge of technical concepts, processes and/or procedures.
- Position requires the ability to problem solve situations resulting in solutions that are appropriate and follow school district policies.

Working Conditions:

- Normal office and classroom conditions.
- Travel to other districts locations and meetings.
- Evening and night events required.

Job Outcomes:

- Projects a positive, cooperative, and respectful attitude with students, parents, other employees, and community members.
- Ensures daily office/school operation runs efficiently and smoothly.
- Maintains confidentiality, security, and accuracy regarding all students' records.
- Ensures a safe learning environment conducive to learning.
- Recruits and selects high quality faculty and staff members; provides ongoing evaluation and staff development to maintain and improve staff performance.
- Continuously renews and extends knowledge and skills essential to professional and personal efficiency.
- Establishes, models, and communicates high expectations for staff professional and personal fulfillment through continuous growth in teaching and learning.
- Contributes to the effective and efficient operation of the district schools.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.