

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Secondary Assistant Principal

QUALIFICATIONS

1. Certified in educational administration and/or counseling with evaluator approval
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO Building Principal

JOB GOAL To help students overcome problems that impede learning and to assist in vesting a safe, orderly school environment that promotes learning. Provide instructional leadership that leads to increased student achievement and success.

PERFORMANCE RESPONSIBILITIES

1. Serves the building principal as an instructional leader, supervisor, Evaluator:
 - Supervises employees including serving as an instructional leader assigning and directing work, evaluating performance, disciplining and resolving issues.
 - Assists in monitoring and implementation of individual professional development plans.
 - Works with the building principal and staff to ensure the safety of all members of the educational community.
2. Creates partnerships with parents, community and industry.
3. Is an active member of building and district leadership committees and PLC groups.
4. Assists in the representing the district at special education meetings.
5. Is a member of the building and district committees, including PLC groups.
6. Assists in designing and implementing new programs that reflect the changing needs of the student population.
7. Responsible for developing and implementing grade level interventions focusing on attendance, academic and behavioral growth.
8. Resolve student issues by meeting with parents, teachers, and other school staff and designing a plan of action.
9. Identifies at-risk and potential dropouts at middle school and high school and provides support to ensure their academic success.
10. Assists with student discipline issues at middle school and high school, including bus discipline.

11. Provides supervision of students to ensure safety, including crosswalk, hallways, lunchroom, and bus duty, as assigned.
12. Works collaboratively with building principal and counselor on the master schedule and other student information system work. (Infinite Campus)
13. Works with the school staff to ensure the safety of all students and conducts building safety survey.
14. Assists superintendent and building administrators in coordinating 6-12 Iowa Assessment testing and data analysis throughout the district.
15. Assists Central Office staff with certified enrollment, BEDS, Project Easier, and other required data submissions as assigned.
16. Facilitates and/or serves on curriculum revision committees as assigned.
17. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
18. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT

Salary and work year to be established by the board.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on June 9, 2014.

Revised