

4J SCHOOL DISTRICT

Job Title:	Assistant Principal Dot #:
Department:	Middle School
Work Hours:	8 hour shifts, 5 day week. Some extended hours due to parent conferences, school functions, etc. Can involve evening and weekend work.
Job Summary:	<ul style="list-style-type: none"> • Counsels pupils when adjustment and academic problems arise; discusses pupils academic and behavior problems with parents and suggests remedial action. • Walks grounds and monitors children and activities • Possible custodial and kitchen help to fill in when staff are unavailable. May have to clean up a mess or assist with food serving, etc. • Administrative paperwork and phone calls in the office at a desk • Confers with students, parents, school counselors to resolve problems. • Student supervision
Qualifications:	<ul style="list-style-type: none"> • Must be able to meet physical demands as described in essential job functions below. • (List specific work experience, skills, education/certification required or preferred.)

ESSENTIAL JOB FUNCTIONS: (Constantly, Frequently, Occasionally, Rarely)

<u>Physical:</u>	<p>Standing/Walking: Frequently; throughout work shift. Can occur on all types of surfaces/terrain; concrete, tile, grass, track, court, uneven surfaces, etc. while monitoring and being involved with classroom/playground activities. Occurs interchangeable with sitting.</p> <p>Sitting: Frequently; while performing administrative duties at desk or table. Occurs interchangeably with standing and walking.</p> <p>Lift/Carry: Frequently, 1-10 pounds; materials, supplies. Occasionally up to 25 pounds.</p> <p>Push/Pull: Occasionally; using one or both hands exerting a force up to 10-30 pounds.</p> <p>Climbing: Occasionally; 1-2 steps with a step stool. Stair climbing at some locations.</p> <p>Bending/Twisting: Frequently; at waist/knees/neck. When performing functions throughout shift.</p> <p>Kneeling/Crouching: Occasionally; while performing activities throughout they day.</p> <p>Hands/Arms: Constant use of both in reaching/handling/grasping/fingering/gripping. Writing, operating computer, setting up equipment. Some overhead reaching required.</p> <p>Sight/Hearing/Speech: Constantly; required while observing students and staff throughout work day. Requires depth perception, hand-eye coordination, visual acuity, near/mid/car range and peripheral vision.</p> <p>Other Physical Demands:</p>
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	<ul style="list-style-type: none"> On a rare occasion, employee may have to restrain a student . This would be performed by reaching arms around the child in a hugging type maneuver.
<u>Mental:</u>	<ul style="list-style-type: none"> Must be able to work independently and follow through on all tasks assigned. Must possess good communication skills; working with all types of students. Able to communicate to develop team work. Must have excellent interpersonal skills to handle behavior problems, resolve disputes and motivate students. Must be able to perform written communication completing logs, filling out forms, lesson plans, instructional manuals. Must be able to read, write, speak English. Possess basic mathematical skills. Must be able to monitor multiple factors in processes during times of class work, enrollment or other school activities. Must constantly be alert, able to move quickly and provide vigilance for safety of students. Must be able to remain calm in dealing with injury or other safety related situations. Must be able to instruct, train, motivate and discipline students as required.
Work Conditions:	<ul style="list-style-type: none"> Varies. Can include 30-40% outdoors while participating in outdoor activities. 11 month assignment. Equipment: Various types of sports equipment, audio/visual equipment, first-aid equipment. May operate personal vehicle or district vehicle in performance of duties.

* Constantly over 2/3 time, Frequently 1/3-2/3 time, and Occasionally under 1/3 time.

ADDITIONAL COMMENTS:

EMPLOYEE SIGNATURE DATE EMPLOYER SIGNATURE DATE

<p>Job Appropriate? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date of Release: _____</p> <p>_____ PHYSICIAN'S SIGNATURE DATE</p>
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