

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

9/11	<u>ASSISTANT PRINCIPAL, MIDDLE SCHOOL</u>	3.4.7A
Effective Date	Job Title	Index

1. Primary Function: Assists in the planning, administration, and evaluation of functions necessary for the smooth operation of a middle school. Supervises and controls student conduct and attendance.

2. Responsibilities:
 - 2.01 Supervises and controls student conduct in school buildings, on school grounds, off campus during the school day, and at extracurricular activities, both on and off campus, to promote and maintain an atmosphere conducive to learning.
 - 2.02 Disciplines students for violation of school, District, and state policies, rules, and regulations.
 - 2.03 Supervises assigned certificate and classified staff including performance review and evaluation and recommends salary increases.
 - 2.04 Counsels students and parents regarding behavior, attitudes, and personal problems. Refers students for special counseling services and assistance within the school, community, regulatory agencies, and medical profession. Initiates probation and/or suspension procedures as necessary.
 - 2.05 Establishes and administers a record keeping system for all personnel related student data such as attendance, teacher referrals, student problems, and parental contacts.
 - 2.06 Supervises special education and alternative programs as assigned.
 - 2.07 Promotes mature and exemplary student conduct and supervises student government and related school-sponsored student groups and activities.
 - 2.08 Performs a wide variety of supervisory and administrative duties such as developing building crisis plan and supervising the administration of standardized tests.
 - 2.9 Assumes administrative responsibility for all school functions in the absence of the principal.
 - 2.10 Represents the school to the community, outside agencies, and parents. Provides liaison with police, fire, and other emergency services.
 - 2.11 Performs other related duties as assigned.

3. Major Planning Requirements:
 - 3.01 Develops annual plans for building operation, procedures, and activities.
 - 3.02 Provides guidance and participates in planning instructional programs to meet a variety of student needs.
 - 3.03 Develops annual Master Schedule of course offerings.

4. Key Relationships:
 - 4.01 School Principal: Reports to this position.
 - 4.02 Licensed and Classified Staff: Supervises and evaluates performance of those assigned.

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4.03 Community agencies: Resolve student problems and concerns and coordinates activities at schools.

4.04 Other Building Administrators: Joint planning and support.

4.05 Level Director and other Assistant Principals: Networking, support, and resolution of common concerns.

5. Minimum Qualifications:

5.01 Master's degree.

5.02 Five years of teaching or educational administrative experience.

5.03 License: Valid, Current Oregon Administrative License.

6. Term of Employment: 230 days.

7. Salary Level: Grade 6.

8. Working Conditions:

The position generally works in a climate controlled school/office environment with minimal noise intensity levels. Frequent travel to district and non-district locations for meetings, and activities, that may occur in the evening or on weekends.

High level of contact with district personnel, students, parents, and outside agencies/community.

9. Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Assistant Principal, Middle School

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____