

POSITION DESCRIPTION

Two Rivers Supervisory Union

Position Title:	Assistant Principal – Pre-K through 12	Work Year:	Per Contract
Reports to:	Principal	Salary:	Per Contract
Position Type:	Exempt		

PURPOSE

The assistant principal serves as a member of the administrative team to develop and implement the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Pre-Class Organization: Assists to implement student orientation and registration activities.

Planning the School Program: Assists in the development and establishing of the school goals and objectives and the planning of the schools instructional program.

Implementing the School Program: Assists to provide direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development.

Evaluation and Remediation of the School Program: Assists in the evaluation of the school program and of staff and assists to initiate needed improvements.

Involving the Staff in Budget Allocations: Involves the staff in setting budget priorities.

Keeping Professionally Competent: Acts to upgrade own professional knowledge and skills.

Coordinating Budgets and Schedules: Assists in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program.

Handling Disciplinary Procedures: Assists to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community.

Coordinating and Communicating the Schools Formal Structure: Communicates and carries out established policies, delegates and accepts responsibility for completion of tasks and communicates program goals, objectives and policies to the community.

Coordinating School Services and Resources: Assists in supervising and maintaining auxiliary services and uses community resources to supplement the school program.

Facilitating Organizational Efficiency: Promotes and maintains open communications, positive student attitudes, respects dignity, worth of staff, students, and complies with established lines of authority.

Assisting in Record Keeping: Assists in completion of records and reports and in the supervision and inventory of necessary supplies, textbooks, equipment and materials.

Graduation: Provides oversight and assistance to the senior advisors and class.

Faculty and Staff Leave: Provides coverage at the middle and high school levels.

Leadership and Data Analysis Teams: Serves as a member.

School Events: Sharing the responsibility of attending school events with the principal.

EVALAUTION

The Principal or their designee will evaluate the position according to the District evaluation process.

Note: This job description will serve as the conceptual basis for the position's performance expectations. Specific items may be deleted and priorities set for the position through conferencing with the supervisor as part of the evaluation process.