

School District of River Falls
Job Description
MIDDLE SCHOOL ASSISTANT PRINCIPAL

QUALIFICATIONS

The Assistant Middle School Principal must meet the standards of the Department of Public Instruction; have a good understanding of adolescent psychology and have the ability to work well with young adults and have developed leadership and decision-making skills in his/her previous educational experience. Must have strong human relations skills.

POSITION SUMMARY

The major duties of the Assistant Middle School Principal center on assisting the Middle School Principal in carrying out the efficient operation of the middle school. This also implies that the Assistant Middle School Principal and Middle School Principal work together as a team in carrying out the aims and philosophy of the school and the district in promoting high standards of student behavior, achievement and instructional excellence.

REPORTS TO:

Middle School Principal

SUPERVISES:

Middle School certified and support staff as assigned by the Middle School Principal.

PERFORMANCE RESPONSIBILITIES

- 1. Assist the Middle School Principal in Human Resources Leadership:** assistance will include, but is not limited to:
 - a. Recruit and Select Teachers and Support Staff
 - i. Discuss the employment, transfer, and discharge of all professional and support staff and providing recommendations to the Middle School Principal.
 - ii. Support a systematic, fair, and consistently-applied hiring process so that staff have the competencies to contribute to the school's mission and goals.
 - iii. Take an active role in recruiting a diverse staff and involving other staff in the recruitment and hiring process.
 - b. Assignment of Teachers and Staff
 - i. Review the annual staffing plan and schedule created by the Middle School Principal to ensure staff qualifications and strengths are used to provide equitable access to effective instruction and support.
 - ii. Collaborate with the Middle School Principal to provide all new staff with orientation to school goals, policies, and procedures.
- 2. Lead the management of student attendance, discipline, and student behavior:** specific responsibilities include, but are not limited to:
 - a. Develop the master schedule and schedule students.
 - b. Administer and manage the school conduct/disciplinary code.
 - c. Serve as the primary referral source for teachers.
 - d. Administer and maintain constant supervision of school attendance.
 - e. Supervise the development of attendance accounting procedures for students, and maintain adequate student records.
 - f. Enforce local and state attendance and truancy statutes.
 - g. Communicate school behavioral expectations to students and families.
 - h. Implement and manage daily student discipline and behavioral supports.

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- i. Support building staff in best practices related to student behaviors and classroom management.

3. Performance Evaluation and Feedback to assigned staff.

- a. Strive to accurately assess professional practice, provide high quality feedback and other coaching supports.
- b. Foster a cycle of continuous improvement as a cooperative process involving classroom teachers.
- c. Engage in calibration activities to improve evaluation accuracy.

4. Work collaboratively with the Middle School Principal to lead all school operations.

- a. Organize and supervise the substitute teacher program.
- b. Administer the school in the absence of the Middle School Principal.
- c. Promote a positive school culture
 - i. Climate
 - 1. Shape and support the school climate by fostering a shared understanding of the school's values, beliefs, goals, and standards for interactions that are inclusive and representative of the different perspectives.
 - 2. Develop trusting relationships that contribute to a climate where educators and students feel ownership and are encouraged to take risks aligned to school goals.
 - ii. Communication
 - 1. Use effective communication strategies to provide direction and develop understanding and motivation around school goals and improvement efforts.
 - 2. Tailor messages to the audience (i.e., staff, parents, students, community), evaluate and modify to increase effectiveness.
 - 3. Respond in timely and meaningful ways to inquiries.
- d. Leading Professional Learning
 - i. Work with staff to set learning goals and monitor learning accomplishments.
 - ii. Provide staff with learning opportunities that improve practice and the ability to respond positively to student diversity.
 - iii. Use staff practice and student learning data to inform the design and monitor the impact of the professional learning provided.
 - iv. Responsible for meaningful in-service experiences for his/her staff.
- e. Manage school operations
 - i. Responsible for the oversight of all safety and emergency planning and procedures.
 - ii. Create environments conducive to student academic, social, and emotional success.
 - iii. Create a positive work environment for educators and staff.
 - iv. Organize and coordinate the work of all secretarial help in the school office.
- f. Develop school policy
 - i. Promote understanding, implementation, and compliance with policies, procedures, laws, and regulations to meet the needs of students and staff.
 - ii. Work with the Superintendent in carrying out Board of Education policies pertaining to the operation of the schools.
 - iii. Determine, with the faculty, school policies and procedures; implement, evaluate, and periodically review school policies and practices.
- g. Lead staff collaboration
 - i. Encourage staff to take on leadership roles that contribute to meeting school goals, and support emerging leaders with feedback, coaching, and mentoring.

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- ii. Create opportunities for collaboration aligned to school and district goals and that focus on instruction, teaching, and learning.

5. Serve as the administrative liaison to the Virtual/e-School.

- a. Communicate with families and Virtual/e-School staff so that all stakeholders understand the similarities and differences in programming at the Virtual/e-School and the student's traditional school.
- b. Coordinate with student services, special education, Title I, english language, academic-career planning, and gifted-talented staff so that Virtual/E-School students are connected with these supports and opportunities at the student's traditional school.
- c. Supervise efforts to maintain accurate student records.
- d. Develop and implement procedures to ensure that transcripts are accurate and up-to-date;
- e. Address discipline and attendance concerns with families.
 - i. Investigate absences, interpret and enforce state attendance laws, issue warnings to violators, file complaints to appropriate agencies, and, if necessary, participate in court hearings with repeat offenders;
 - ii. Develop and administer disciplinary procedures in accordance with district policies and state laws; respond to and resolve parent, student, and staff concerns and complaints.
- f. Assist the program coordinator and work collaboratively with the administrative team in implementing, monitoring, and staff supervision.
- g. Support the implementation of the Student and Parent e-School Contract.
- h. Monitor and oversee student program metrics in Infinite Campus, Edgenuity and Odysseyware specific to attendance and academic progress
- i. Participate in on-going and proactive communication with the Director of Academic Services and Virtual/E-School Instructors to ensure:
 - i. The mission, vision, and goals of the Virtual/E-School are understood and implemented.
 - ii. Virtual/E-School Instructors and students have the supplies, materials, and resources needed to effectively teach and learn.
 - iii. Consistent expectations of school-based staff providing services to Virtual/E-School Students.

6. Personal and Professional Growth

- a. Model professionalism by exhibiting ethical and respectful behavior that is displayed in the interactions with students, staff, parents and the community.
- b. Maximize time focused on student learning, and use the feedback to improve personal performance and student achievement.
- c. Participate in school district and state workshops and conferences which deal with topics of self-improvement.
- d. Pursue programs of post-certification and university coursework which will enhance instructional leadership skills and administrative expertise, and contributes to improved performance.
- e. Remain current on important issues in education through comprehensive professional reading.
- f. Demonstrate a positive demeanor and set an example for professional behavior in others.
- g. Contribute to the profession by participating in and occasionally leading activities that promote school leadership and organizational effectiveness.
- h. Set clear and realistic action steps that adhere to identified goals and engage in decision-making that prioritizes time for teaching and learning.

7. Responsible for all of the above duties and any other assignments delegated to him/her by the Middle School Principal or Superintendent of Schools.

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REVISED: 9-28-20