

Job Description  
**La Porte Community School Corporation**

**JOB TITLE: Middle School Assistant Principal**

**SUMMARY:** Support and assist the building principal in directing and coordinating the educational, administrative, and student support services of a secondary school by performing the following duties.

**Qualifications:** Master's Degree in Education, a valid Indiana Administrative Certificate, and a minimum of three year's successful teaching experience.

**Immediate Supervisor:** Building Principal

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

Assists the building principal in evaluating the educational program to insure its conformance to state and school board standards.

Assists the building principal in coordinating educational programs by meeting with staff, reviewing instructional practices, and issuance of directives.

Confers with staff, pupils, and parents on matters pertaining to educational and behavioral problems in the school setting.

1. Assist the principal in supervising and evaluating the job performance of all staff members in the assigned school.
  - Assist the principal in directing the work of the building employees.
  - Provide guidance, motivation, and encouragement to building staff members so that they may excel in their jobs.
  - Provide positive corrections for personnel when their behavior warrants such action.
  - Assist the principal in the implementation and maintenance of the appraisal program for all personnel in the assigned school.
  
2. Assist the principal in providing leadership and coordination to both faculty and students for the instructional program.
  - Assist the principal in his/her role as the instructional leader of the building.
  - Assist the principal in developing and coordinating the student extra-curricular activities program.
  - Assist the principal in the preparation of the master schedule for staff and students.

3. Assist the principal in providing coordination and leadership for the implementation and maintenance of corporation-adopted curricular programs.
  - Assist the principal in the implementation and use of corporation-developed program guides.
  - Assist the principal in directing in-building evaluation of curricular programs and recommend appropriate program refinement.
  - Develop school curricular programs and recommends appropriate program refinement.
  - Provide leadership and participate in corporation-level curriculum development committees.
  - Develop recommendations for staff in-service for related curriculum program needs.
  - Assist the principal in developing school curriculum suggestions for study and implementation.
  
4. Assist the principal in providing coordination and leadership for staff development at the middle school.
  - Assists in conducting staff needs assessment on Teacher Effectiveness Criteria.
  - Recommends staff members for selected staff development activities or programs.
  - Suggest teachers for leave and visitation requests.
  - Provide staff development conferences and materials related to Teacher Effectiveness Criteria.
  
5. Assist the principal in administering the school in accordance with board-approved policies, administrative procedures, and state statutes.
  - Develop the school's calendar of extra-curricular activities for consideration with the corporate-wide calendar.
  - Direct and ensures that policies and administrative procedures are enforced.
  
6. Assist the principal in providing an effective and efficient school operation.
  - Complete requested reports from local, state, or federal agencies.
  - Approve the completeness of student cumulative records.
  - Assist in the administering of the negotiated collective bargaining agreement at the building level.
  - Give orientation to substitute teachers.

7. Supervise student discipline and extra-curricular activities in accordance with statute, policy, and procedures in cooperation with all staff members and bus drivers.

- Provide due process for all students.
- Direct the school-wide discipline program.
- Investigate and takes appropriate action for student misconduct.
- Confer with teachers or bus drivers on discipline matters.
- Develop procedures for the maintenance of satisfactory student discipline at all school functions.
- Suspend students from school when conduct warrants such action.
- Develop procedures to be used by teachers to report discipline problems.
- Develop procedures and guidelines for all staff members to use to provide consistency in discipline.
- Direct the filing and mailing of Disruptive Student Reports and suspension notices to parents.
- Recommend exclusion and expulsion of students in accordance with statutes, policy, and administrative procedure.

8. Supervise students' attendance policies, rules of conduct, and other regulations.

- Develop procedures to monitor student attendance.
- Develop procedures to confer with students and their parents when poor school attendance is confirmed.
- Take necessary steps to improve overall student attendance.
- Provide orientation experiences for all students at the beginning of each year to outline and discuss proper student behavior; to discuss the rules and consequences for violations of said rules.
- Maintain the Student Handbook containing printed school guidelines.

9. Assist the principal in supervising the building pupil personnel program to meet the special needs of students.

- Provide direction for the in-building program of pupil personnel services.
- Receive information and recommendations concerning special student needs.
- Delegate responsibilities to certain persons within established job descriptions for effective and efficient operation of the pupil personnel program.

10. Assist in supervising and coordinating the building program of public relations.

- Meet with community advisory and civic groups to provide public information about the school.
- Provide information to the Board of School Trustees, Superintendent, and Assistant Superintendent for Human Resources regarding the middle school as requested.
- Assist in providing a regular program of public relations for all school client groups.
- Work with the communications specialist to organize and disseminate information about the school.

11. Perform all duties which are necessary to ensure the proper functioning of the educational programs and services in the corporation and which are related to the position of the middle school assistant principal.

- Assume administrative responsibilities and authorities of the principal in his/her absence.
- Assign supervisory personnel to all social and athletic events.
- Assist in the planning of assemblies.
- Survey daily building needs: lighting, ventilation, teacher station needs, exits, stairways, cleanliness, and safety.
- Coordinate fund-raising activities in the building.
- Attend administrative meetings and other professional meetings as requested by the principal.
- Maintain membership in professional organizations.

12. Perform all other duties which are necessary to insure the proper functioning of educational programs and services in the corporation which are related to the position of assistant middle school principal.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises class room teachers and support staff within the school organization. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Masters Degree in Education, Valid Indiana Administrative Certificate. A minimum of three years' successful teaching certificate or two to four years administrative experience or an equivalent combination of education and administrative experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of teachers, parents, children, and the general public.

**MATHEMATICAL SKILL:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to touch, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public address system, audio recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers.

**WORK ENVIRONMENT:** The work environment characteristics described here are

representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:** 210 day work calendar with salary and fringe benefits determined by the Board of School Trustees