

DeForest Area School District
Administrative Regulation

TITLE: MIDDLE SCHOOL ASSISTANT PRINCIPAL JOB DESCRIPTION	NUMBER: AR 3.3d(1j)
<i>Executive Limitation: EL 3 – Treatment of Staff (3.3d - Job Descriptions)</i>	
Recorded as Administrative Regulation: <i>Established: 2/01/01 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

Job Summary: The Assistant Principal will assist the Principal in creating a positive, safe and orderly learning environment, and in managing resources in accordance with the District’s mission, vision and policies.

Qualifications:

Required:

- Valid Wisconsin Department of Public Instruction license, or evidence of eligibility to be licensed as an Assistant Principal, Principal or as a District Administrator.
- Masters Degree in Educational Administration or its equivalent.
- Demonstrated ability to communicate effectively in both written and oral presentations.
- Demonstrated ability to develop, implement, articulate and evaluate instructional strategies consistent with current knowledge and best practices.
- Demonstrated ability to apply computer technology in the performance of duties and responsibilities.

Desired Knowledge, Skills, Abilities and Experience:

- Current knowledge of school improvement planning and characteristics of effective school operations.
- Prior experience in providing leadership in an educational environment.
- Working knowledge of standards, benchmarks and assessments.
- Current knowledge of strategies for the implementation of technology in the delivery of instruction.
- Ability to effectively supervise and evaluate professional staff.
- Understanding and ability to facilitate the use of appropriate community resources in meeting the needs of students and families.
- Demonstrated ability to effectively supervise and evaluate the professional staff.
- Knowledge of the principles of site-based shared decision-making and demonstrated ability to facilitate a team atmosphere.
- Current knowledge of theory and practice in special education programming, including inclusion, discipline, IEP development and implementation, and IDEA Re-authorization.
- Knowledge in current research in organizational development in the educational setting and characteristics of effective leadership.
- Ability to plan, organize, and establish priorities for action in conjunction with others.
- Ability to make independent judgments and decisions.
- Ability to perform effectively in an atmosphere of multiple and conflicting demands.

Duties and Responsibilities:

- Provides administrative leadership to the school according to policies of the Board of Education and established administrative procedures.
- Provides leadership to the school community in developing and focusing on a shared vision, mission, goals, and continuous school improvement planning consistent with the District vision and goals.
- Ensures the effective delivery of an instructional program that meets the needs of all students.
- Provides leadership to the faculty in the ongoing process of evaluating the effectiveness and directing the improvement of educational programming.
- Provides leadership to the creation and maintenance of a positive, safe, and orderly learning environment for all students, faculty, and staff.
- Makes principled decisions in a timely manner and appropriately involves others in the process.
- Effectively responds to and resolves issues that arise in and outside the school environment that effect the successful operation of the school and student programming.
- Models good human relations skills and interacts positively with all facets of the school com
- Actively participates in a variety of meetings within the school, District, neighborhood, and community in a manner that effectively integrates the school into the fabric of the community.
- Communicates effectively with parents and involves them in all aspects of the school.
- Supports and promotes special activities in the building that contribute to a positive and comprehensive school experience for the school community.
- Works with Principal to provide leadership and coordination to staff development activities in the building, ensuring the alignment of these activities with building-based school improvement areas.
- Supervises and evaluates faculty and staff assigned to the building and effectively addresses all performance issues in a manner consistent with District policy and practice.
- Participates in interviews for hiring all staff assigned to the building.
- Attendance
- AODA coordination
- Performs other duties deemed appropriate and assigned by the Principal.