

## JOB DESCRIPTION

TITLE MIDDLE SCHOOL ASSISTANT PRINCIPAL  
FOR CURRICULUM & INSTRUCTION

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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/ Experience	Master's degree and a minimum of five years of full-time experience in a certificated position required. Computer skills required (e.g. ability to use email).
Language Skills	Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Certification in Educational Leadership (Level I).
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 sit, talk and hear. The employee is required to stand, walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee

shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

#### 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 employee may occasionally need to work in wet or humid conditions, and be exposed to a minimal amount of daily outdoor weather conditions. The noise level in the work environment varies and may be that of a classroom setting or cafeteria.

#### REPORTS TO

Principal

#### GENERAL RESPONSIBILITIES

1. Assists the Principal in instructional leadership and accountability, evaluation of instructional programs and staff, provision of professional development for instructional staff and the supervision of instructional and non-instructional staff.

#### SPECIFIC RESPONSIBILITIES

1. Manages school operations in the absence of the Principal.
2. Assists the Principal in maintaining a positive school climate and a culture of character within the school.
3. Assists in classroom observations and provides leadership with teachers and department chairperson concerning instructional programs.
4. Assists the Principal in planning and implementing interdisciplinary teams, student advisory programs, exploratory programs, extended day programs and transition programs with elementary schools and high schools.
5. Develops and implements the school's master schedule.
6. Oversees the testing program and aggregates, analyzes, interprets and communicates data in order to improve the instructional program.
7. Assists the Principal in working with community groups and utilizing community resources.
8. Assists in the development of the School Improvement Plan.
9. Coordinates textbook evaluation and selection process within the school.
10. Assists the Principal in the selection of staff.

11. Supervises club and class activities.
12. Assists the Principal in the preparation of locational and internal school budgets.
13. Assists the Principal in the preparation of county, state, and federal reports originating at the school level.
14. Assists the Principal in the selection and ordering of instructional supplies, equipment, and materials.
15. Secures substitute teachers as needed.
16. Performs such other duties, tasks, and responsibilities as assigned by the Principal.