



# PHILADELPHIA PUBLIC SCHOOL DISTRICT

## Job Description



TITLE: Assistant Principal: Middle

Board Approved: September 8, 2015

### **EDUCATION QUALIFICATIONS AND PREREQUISITES**

1. Educator License with an administration endorsement issued by the Mississippi Department of Education
2. Five years successful teaching experience; experience in secondary education is preferred
3. Evidence of administrative capabilities including, but not limited to, previous administrative assignments
4. Such other qualifications as may be set by the Board of Trustees

### **SUPERVISES**

As designated by the Building Principal: Typically custodial, food service, and clerical staffs; building and facility operations; student discipline; faculty duty assignments; bus supervision; and extracurricular activities

### **REPORTS TO**

Building Principal

### **JOB GOAL**

To assist and support the building principal to provide on-site administration and execution of the district educational programs, policies and regulations; development of school goals and objectives; provide a positive school climate that is conducive to teaching and learning; increase student achievement and staff performance; provide instructional leadership; and facilitate cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment

### **DUTIES AND RESPONSIBILITIES**

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

### **TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:**

1. Administer all building affairs in the absence of the principal
2. Assist in the administration of the curriculum, goals and objectives of school and district, Board of Education policies, and state and federal regulations
3. Assist in the administration and evaluation of school-based programs, including staffing and placement of students into special education programs, and student-teaching programs
4. Manage services of resource personnel; student services; health, safety, and security responsibilities and operations; the opening and closing of school; and transportation at the school-based level
5. Implement the student discipline program
6. Provide a physical environment that is safe, orderly, hazard-free, and conducive to learning
7. Plan and organize school-sponsored activities, operation and maintenance of physical plant, and scheduling processes
8. Manage material resources and logistical services for staff development activities, school site PTA meetings, and special occasion events
9. Interpret district policies and regulations, student rights and responsibilities, school regulations, discipline policies, safety regulations

10. Assist in the supervision and evaluation of certified and classified staff; assist in the development of educational growth plans for certified and classified staff
11. Review, approve, and authorize building usage, building maintenance, and supply inventories
12. Supervise the counselor with the maintenance of permanent records
13. Develop schedules for school-based activities
14. Supervise fund-raising activities
15. Assist in resolution of problems and conflicts as they arise between teachers, students, and parents
16. Meet and confer with staff, individual students, teachers, parents, and other administrators as needed
17. Assist in the development of school-based communications
18. Promote respect for school property, a climate of mutual confidence, student success, and positive school atmosphere conducive to change
19. Assist in the development and management of the school budget
20. Manage student attendance, record keeping, and extracurricular activities
21. Manage staff attendance and record keeping
22. Assist in facilitating volunteer programs and parent-teacher conferences
23. Manage the safety, security, and operation of the school plant, including environmental and energy concerns
24. Develop and monitor an annual master plan for faculty duty assignments
25. Coordinate co-curricular activities such as field trips, field days, outdoor labs, awards assemblies, concerts, etc.
26. Relate to parents and other community members, individual and corporate, in a positive and helpful fashion
27. Write, speak, and present in a clear, concise, and well-planned manner
28. Promote parent participation in their child's educational program through effective and on-going parent outreach
29. Make provisions to be available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms
30. Participate in self-initiated and school/district-initiated professional growth in order to maintain licensure and support school improvement efforts
31. Perform other duties as assigned

#### **TERMS OF EMPLOYMENT**

220 days annually with salary as approved by the Board of Trustees

#### **EVALUATION**

Performance of the Middle School Assistant Principal will be evaluated annually in accordance with provisions of Board policy.