



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Assistant Principal	Department: Teaching & Instruction
Immediate Supervisor's Position Title: Building Principal	FLSA Status: Exempt
Job Summary: Under the direction of the Building Principal, the Assistant Principal is responsible for providing administrative assistance and administrative support to the Building Principal in providing educational leadership to staff and in overseeing the daily building operations, programs and concerns.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides for direct student services related to student management, discipline and student academic achievement.
 - a) Coordinates and implements student discipline and attendance programs at assigned grade levels. Enforces rules and procedures; supervises students in the building, school grounds, the parking lot, cafeteria, hallways, and assemblies. Follows up with parents and/or staff regarding discipline or truancy referrals. Makes decisions concerning discipline and suspensions.
 - b) Coordinates building activities in the preparation and delivery of state testing. Plans and conducts all MDE or District mandated standardized testing in the building.
 - c) Participates and assists in supervising events, functions, or activities within the building, as requested.
 - d) Assists the Principal and collaborates with teachers and other staff on matters of improving student achievement within the building and district or in the daily enforcement and application of district and building policies and procedures.
 - e) Deals a wide variety of student behavioral including truancy, child neglect, suspensions, expulsion, class behavior, bus conduct or other behavioral issues and documents disciplinary actions.
 - f) Keeps records on student discipline and attendance.
 - g) Collaborates with counselors, activities personnel, law enforcement, and staff in dealing with student management issues.
- Supervises and evaluates teachers and departments, as requested by the Principal.
 - a) Conducts teacher observations and formal performance evaluations. Provides mentoring to staff and provides direction in their career and professional development.
 - b) Assists staff in understanding building and district policies, procedures and requirements.
 - c) Assists in recruiting, screening, selection, assignment and training of new personnel.
- Performs a variety of public relation functions within the concerning building level issues and discipline.
 - a) Confers with teachers counselors, parents, support personnel and students on matters of discipline and welfare.

- Monitors and assists in the coordination of building security and safety. Assists in formulating and implementing procedures to safeguard the safety of students and staff.
- Collaborates and serves on district or building level committees, task forces, and administrative meetings to address educational issues and operations, as delegated by the Principal.
- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
 - b) Attends training sessions, conferences, and seminars,
 - c) Keeps abreast of changing developments, trends, instructional and educational technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)				
	less than high school diploma	DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Master's Degree		
	High school diploma or GED.			
	1 year college		2 years college	Major field of study or degree emphasis: Educational Administration, Educational Leadership or related area.
	3 years college		4 years college	
	1st year graduate level			
x	2nd year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Curriculum, instruction, and learning principles, concepts, theories, approaches, techniques and trends as well as State, federal and local requirements and standards. • Management theory, principles and techniques. • District administrative policies, procedures and standards. • Budget and financial operations, processes and procedures. • Understanding of school laws, rules and regulations, including special education and due process. • Human relation concepts, principles and techniques. • Principles, techniques and best practices as it pertains to staff evaluation, coaching and staff development of certified and non-certified staff. • Fundamentals of curriculum development, research and evaluation principles.
	Doctorate level			

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years previous teaching experience.	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Teaching License and K-12 Principal Licensure (Administrative Licensure)

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Information collection, including gathering facts and data, seeking knowledge of policies, rules, laws, precedents and practices, managing data flow, and classifying and organizing information for decision making and monitoring of outcomes. • Planning, coordinating and implementing educational programs and educational programs. • Observing, evaluating, mentoring and supervising instructional personnel. • Problem analysis and solving skills including analyzing information, framing issues and identifying causes, seeking additional information, framing and reframing possible solutions, demonstrating conceptual flexibility and assisting others in forming opinions. • Organizational oversight, including scheduling work, using resources appropriately to meet goals, scheduling activity flow, monitoring procedures to regulate activities, as well as project deadlines. • Planning, formulating and implementing building levels programs, activities and services consistent with District directives and policies. • Delegation of authority, including assigning tasks so that they can be accomplished in a timely and appropriate manner, utilizing subordinates appropriately, and follows up on work tasks. • Ability to accommodate cognition and achievement differences. • Public relation, communication and conflict resolution.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Teachers	Approx. 20
	TOTAL	20

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl	x			
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds	x			
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.