



## ASSISTANT PRINCIPAL

Classification: High School Assistant Principal  
Middle School Assistant Principal  
Elementary School Assistant Principal

Location: Assigned Building

Reports to: Principal

FLSA Status: Exempt

Employee Group: EASA

This is a standard position description to be used for certificated administrative positions with similar duties and responsibilities. Administrators assigned to the position description may or may not be assigned all of duties identified.

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

### **Part I: Position Summary**

Serves as school and educational leader responsible for contributing to development, implementation, supervision, and evaluation of a comprehensive program of educational and student services. Carries out duties and responsibilities in accordance with board policies, statutory requirements, administrative rules and regulations, consistent with collective bargaining agreements, and under directions of school principal. Advocates for staff, school, and school community as appropriate.

### **Part II: Supervision and Controls over the Work**

Works under general supervision of school principal who is responsible for carrying out guidance and direction of superintendent and board of directors.

### **Part III: Major Duties and Responsibilities**

Supports and shares fully with principal in:

1. Student Learning and Achievement
  - a. Supports, communicates, and implements shared vision for all students to achieve or exceed standards.
  - b. Implements action plans and budget plans aligned with strategic plan and school improvement plan and maintains focus on vision, goals and priorities for student, school and community success.
  - c. Assists in preparing reports on specific goals and actions designed to advance student achievement.

2. Use of Data
  - a. Provides leadership to teachers in development and utilization of multiple assessment tools and strategies to support achievement of performance standards by every student.
  - b. Implements school's performance measurement system (e.g., Dashboard) to provide indicators that measure school's success in meeting student expectations.
  - c. Participates in developing action plans for gaps and shortfalls in performance.
3. Curriculum, Instruction, and Assessment
  - a. Supports development and implementation of district and school framework for curriculum, instruction and assessment that is research-based and aligned to standards. Assures approved curriculum is being effectively delivered in assigned classrooms.
  - b. Provides leadership to teachers in development of classroom-based assessments of student learning and use of assessments to inform instruction and improve learning. Regularly adjust goals and action plans for gaps and shortfalls in performance.
  - c. Implements curriculum, instruction, and assessment framework evaluation tools so annual progress is measured and effectively communicated to stakeholder groups.
4. Student Support Services
  - a. Implements and sustains comprehensive support system with diagnostics and individual learning plans; intervention for gap group; counseling and discipline; family involvement and outreach; co-curricular and extra-curricular programs; and student services and support programs.
5. Leadership and Governance
  - a. Leads by example with a level of professional conduct above reproach. Consistently demonstrates high moral, ethical, and professional standards of performance and personal integrity, including addressing problems and issues in an open, honest, and timely manner. Ensures proper conduct goes beyond practice of avoiding what is wrong and instead focusing on choosing to do what is right.
  - b. Creates a professional environment by assuring personal and staff interactions with others in school, community, and board are conducted with utmost respect and professionalism. Honors ideas of others even when in disagreement with those ideas. Works collaboratively to resolve disagreements and seeks mutually respectful solutions.
  - c. Actively participates in meetings, workshops and conferences involving decisions affecting district and/or school. Advocates for school needs by providing input to district's decision-making process. Respects, supports, and implements decisions once made, and takes action to ensure staff are equally supportive.
  - d. Participates in school academic, athletic, and co-curricular activities to supervise and advocate for school.
  - e. Demonstrates leadership commitment to, and requires all staff members to embrace and support, statutes, laws, school and board policies, collective bargaining agreements, as well as values of school and district.
  - f. Provides leadership in creating and leveraging community partnerships to improve school, enhance resources, and improve student achievement.

6. Communications and Information Sharing
  - a. Actively contributes to and may lead faculty and staff meetings allowing for timely sharing and dissemination of information as well as meaningful input to and discussion of needs and actions for effective delivery of educational program and operation of school.
  - b. Maintains effective communications with principal and, as appropriate, district staff and keeping them informed of school progress; advocates for school's needs; and assures timely and substantive notification of issues and concerns that could have a significant impact on achieving vision and goals.
  - c. Contributes to school-community information program that creates support and enthusiasm for school and district vision and mission, and keeps parents and community members informed of school's challenges and accomplishments and involved in school activities.
  - d. Models and promotes trust, enthusiasm, rapport, respect and openness among faculty, staff, students, and members of the community. Celebrates successes and recognizes achievements of others.
7. Human Resources Management
  - a. Develops competencies required for each assigned subordinate staff member in order to fully meet job expectations and contribute effectively to achievement of vision. Screens and recommends selection of staff members consistent with job and qualification requirements, board policies, legal requirements, and provisions of collective bargaining agreement(s).
  - b. Assists in induction of staff members assuring new members understand vision and goals of school, duties and responsibilities of position, performance requirements and expectations, school and corporate policies and procedures, and available support and assistance.
  - c. Assists in professional development of staff members based on personal, professional, and organizational needs. Collaborates with staff members on identification of needs, opportunities, sources, and methods of providing professional development. Monitors and assesses results of professional development to assure desired outcome.
  - d. Fosters self-reflection by each staff member and administrator for which assigned supervisory and evaluation responsibility. Monitors individual performance, and provides feedback and coaching to support success and continuous growth. Evaluates assigned staff members consistent with approved evaluation process. Takes timely action to address performance concerns and deficiencies and provides plans of improvement and necessary support to correct performance concerns.
  - e. Monitors behavior and addresses incidents or allegations of misconduct through timely and effective investigation and corrective disciplinary action consistent with legal requirements, corporate policy, and provisions of collective bargaining agreement(s).
8. Organization and Operations
  - a. Assures school compliance with applicable statutes, federal laws, regulations, contractual provisions, and other governance parameters.

- b. Supports a safe and healthy environment for students by effectively managing physical security, facilities maintenance, health services, food service operations, and custodian services. Maintains effective student discipline and positive behavior support systems to foster an effective learning environment.
  - c. Promotes a positive climate for learning and an atmosphere of caring and respect for all students and members of school community.
9. Financial Management
- a. Assists in developing the school financial program consistent with approved budget.
  - b. Assures effective and legally compliant accounting for financial resources. Assures adequate documentation and document retention in support of all financial transactions. Assures compliance with purchasing and expenditure requirements.
10. Student Activities and Athletics
- a. Assists principal in planning, developing, and implementing student extra and co-curricular activities.
  - b. Provides supervision of during and after-school student activities and athletics.

Performs other duties as assigned.

**Part IV: Minimum Qualifications**

- 1. Valid Washington State (K-12) school administrative credentials.
- 2. Three to five years of successful years teaching experience.
- 3. Demonstrated leadership skills through prior leadership experience. Experience may have been in administrative or teacher leader capacities.
- 4. Ability to create a safe, orderly, positive school climate for students and staff.
- 5. Ability to foster growth, creativity, and flexibility using a variety of techniques.
- 6. Ability to facilitate resolution of complex interpersonal issues.
- 7. Demonstrates successful experience in shared decision making, program development, staff supervision and evaluation.
- 8. Knowledge and skill in fiscal management, staff development, and human relations.
- 9. Ability to work with Washington State's educational and assessment programs.
- 10. Knowledge and demonstrative skills in use of technology for teaching and learning.

11. Managerial skill in planning, organizing, delegating, and listening.
12. Ability to gain and demonstrate knowledge of district and state laws that govern budget procedures and expenditures.
13. Knowledge about laws, rules and regulations governing operation of public schools, including school reform legislation.
14. Knowledge of innovations in education; alternative instructional strategies, alternative assessment methods; blended instructional support; in-class support for special needs students, instruction based on student performance and decision making, peer tutoring, cooperative learning.
15. Qualified (or be willing to qualify) to operate personal or district-owned vehicles to transport students when necessary.
16. Ability to react in emergency situations to include intervening and, as necessary consistent with district policy, restraining students.

**Part V: Desired Qualifications**

1. For the purpose of facilitating community interaction, residence within the district boundaries is strongly preferred.
2. Bilingual skills in languages appropriate to the district's demographics.

**Part VI: Physical and Environmental Requirements of the Position**

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

Must lift and/or move 25-50 pounds, and may assist, move or restrain students with greater weight when required to intervene in student safety issues. Frequently required to sit, talk, lift, carry, move about, hear and speak. May be required to perform extensive work at a computer display terminal.

Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally works in outside weather conditions. Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. May be exposed to blood or other potentially infectious materials during course of duties. Noise level in work environment is usually moderate but can be loud on occasion.