Assistant Principal

REPORTS TO: Building Principal

JOB CATEGORY: Administrative, Supervisory, Technical

FLSA STATUS/SHIFT: Exempt/First Shift

QUALIFICATIONS:
1. Education:
   a. Required – Master’s degree in education, school administration or related field.
   b. Preferred – Doctorate in educational leadership and/or administration
2. Experience:
   a. Required – A minimum of six years of teaching and dean of students/intervention specialist experience working with disengaged students.
   b. Preferred – A minimum of seven years of teaching and dean of students or assistant principal experience working with disengaged students.
3. Certification:
   a. Required – Wisconsin Department of Public Instruction as Principal or District Administrator

RESPONSIBILITIES:
1. Assumes responsibilities assigned by the principal for the development, implementation, evaluation, and administration of the educational program of the school including, but not limited to, participating actively in district and/or school activities; promoting the collaborative creation, monitoring and refinement of short- and long-term school improvement plans
2. As delegated by the building principal, coordinates, supervises, and evaluates staff assigned to the school including, but not limited to providing clear and consistent direction on a continuing basis; introducing, promoting, and developing constructive ideas; cultivating a robust professional learning community; providing constructive suggestions for the improvement of staff performance; making appropriate recommendation regarding the continued employment of staff members; and delegating responsibilities to staff members, including counselors, department chairmen, secretaries and aides.
3. Ensures the alignment of rigorous curricula, research-based best practices in instruction, and comprehensive formative and summative assessment approaches.
4. Assists the building principal in recommending the selection of texts, teaching aids, equipment, and supplies; in administering the instructional program in accordance with school board requirements, standards set by the accrediting agency and state statutes; in organizing and administering the building summer school program; in supervising the operation of food, custodial and pupil transportation services; in coordinating a master calendar of events; in coordinating the administrative uses of data processing in the building; in building-level budgeting and accounting; and in providing for cooperative curriculum development and evaluation.
5. Participates in the selection, assignment, and reassignment of building staff members; in the orientation of new personnel to the district and school; and in the assignment of instructional and other responsibilities.
6. Promotes monitoring systems that use real-time data to inform instruction and intervention decisions at the teacher, team and school site levels.
7. Organizes, plans, or assists in developing programs for in-service as a part of faculty meetings, the professional period, and in-service days as assigned.
8. Provides in-service instruction on the administrative uses of data processing to the school's clerical and administrative personnel.
9. Registers, schedules, and orients students assigned to the school, and administers regulations regarding their enrollment.
10. Administers, monitors, and evaluates regulations regarding student behavior, discipline, and attendance; the guidance and student assistance programs; the retention and promotion of students in accordance with school board policies; the in-school suspension program; the in-school suspension program; and the student activities program.
11. Provides for the safety, health and welfare of students.
12. Initiates and participates in the recommendation, evaluation and assignment of students to various programs of education.
13. Develops a master schedule of teacher, course and room assignments each year.
14. Works with the Office of Educational Accountability and Finance to implement and improve the administrative uses of data processes in the building.
15. Shares the supervision of extra-curricular activities with other building principals, as assigned.
16. Creates and cultivates partnerships with parent, district, business, political and greater community groups to support the achievement of the school’s mission and vision.
17. Provides individual opportunities for parents to discuss their child's progress with appropriate staff members.
18. Publicizes school programs and services through the Office of Communications.
19. Provides leadership for the study of administrative and educational problems.
20. Provides for the involvement of staff in the evaluation of present programs and for the recommendation of new programs and procedures.
21. Maintains student records and supervise the posting of grades, attendance, family, and student information.

OTHER RESPONSIBILITIES:
1. Implements and adheres to district policies and procedures, rules and regulations, and directives.
2. Establishes and maintains good working relationships with institutions of higher education and community organizations.
3. Completes and submits reports required for District offices, the Wisconsin Department of Public Instruction, and other regulatory agencies.
4. Participates in the development, implementation and evaluation of surveys, as needed.
5. Attends seminars, workshops and professional meetings.
6. Participates in professional organizations.
7. Participates actively in district and/or school activities and committees.
8. Performs all other duties as assigned by the building principal.

SKILLS:
1. Advanced knowledge of the promises and challenges of urban education.
2. Expert-level time and task management skills including planning, managing and organizing.
3. Expert-level leadership skills including appropriate organization, creativity, flexibility and resourcefulness.
5. Maintains current knowledge of state and federal legislation and policies regulating and affecting all early education programs and ability to interpret these for staff members.
6. Knowledge of state statutes and policies regulating and affecting public schools and ability to interpret these for staff members, students, and parents.
7. Expert-level knowledge of effective professional development.
8. Expert-level knowledge of data analysis and reporting skills.
10. Ability to analyze himself/herself objectively in terms of leadership, performance and professional growth.
11. Ability to maintain confidentiality of sensitive information.
12. Ability to operate a computer terminal/PC and other office equipment.
13. Ability to analyze data, draw conclusions, interpret policy and communicate conclusions with others.
14. Ability to meet frequent deadlines and work under pressure.
15. Ability to remain flexible in adjusting to continuously changing situations.

INTERPERSONAL QUALITIES:
1. Dedication to the mission, vision, core values and strategic goals of Kenosha Unified School District.
2. Ability to work with multiple stakeholders, diverse populations, and handle challenging situations in a calm and supportive manner.
3. Exemplary communications skills (e.g. listening, speaking, writing and presenting).
4. Professional and effective communication skills (listening, speaking, writing and presenting).
5. Flexibility to function on an individual basis as well as serve as a cooperative team member.
6. Ability to multitask including, but not limited to, assembling, organizing, and maintaining work-related data all while supervising direct reports.
7. Ability to meet tight deadlines and handle periodic high levels of stress.
8. Ability to deal with extremely high levels of confidential information.
9. Demonstrates integrity, ethical behavior, sound leadership judgment and professional growth.
10. Recognizes the need to be receptive and embrace needed change.
11. Ability to respect cultural differences.

PHYSICAL DEMANDS: Must be able to move objects weight up to 10 pounds frequently, up to 20 pounds occasionally; must be able to stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, and complete repetitive motions on a regular basis; must be able to perform tasks requiring close visual acuity. Position is subject to inside and outside environmental conditions as well as subject to loud noise conditions.

DISCLAIMER: This preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

EFFECTIVE DATE: Appointment to this position is subject to confirmation by the school board and effective thereafter.

TERMS OF EMPLOYMENT: 12 month

SALARY RANGE: As per the last adopted Administrative, Supervisory, and Technical Salary Schedule.

Minority candidates are encouraged to apply.

The Kenosha Unified School District is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, gender, national origin, disability or handicap, sexual orientation, or political affiliation in an educational program, activity, or employment in the District. The Superintendent of
Schools/designee (262-359-6320) addresses questions regarding student discrimination, and the Chief Human Resources Officer (262-359-6333) answers questions concerning staff discrimination.

CREATED:
REVISED: June 2015
REVISED: June 2017
REVISED: August 2018
REVISED: April 2019