



District Office
 501 West Sickels Street
 St. Johns, MI 48879
 Telephone: 989.227.4050
 Fax: 989.227.4099
 www.sjredwings.org

TITLE: Middle School Assistant Principal	FLSA: Exempt
REPORTS TO: Middle School Principal	POSTED: June 26, 2019
SALARY: Administrator Compensation Model, for 2019-2020, range is \$75,075 to \$90,787	NUMBER OF DAYS: 206 days
LOCATION: St. Johns Middle School	

POSITION SUMMARY

Responsible for assisting the Principal with instructional and organizational leadership, direction, supervision, operation and accountability at St. Johns Middle School. Responsible for administering all aspects of the athletic program at the middle school.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Additional duties may be performed by the individuals currently holding this position and additional duties may be assigned.

Assistant Principal Duties/Responsibilities:

- Serve as the instructional leader by monitoring implementation of professional development in classrooms and grade level/content area meeting.
- Implement and monitor school-wide Positive Behavior Interventions and Supports (PBIS) and policies including monitoring attendance trends and overseeing truancy interventions; address safety and welfare issues by holding meetings with parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and regulations.
- Monitor behavior data to adjust strategies and support staff in meeting building behavior and engagement goals.
- Implement and monitor Restorative Practices. Support staff in understanding the purpose, procedures, and outcomes.
- Supervise students before school, during lunches, and at buses after school.
- Create partnerships with parents and the community.
- Supervise employees by assigning and directing work, interviewing, evaluating performance, disciplining and resolving issues.
- Implement instructional and assessment strategies by collecting and analyzing student achievement data, facilitating discussions among teachers and staff and working with the Principal and District Coaches to plan professional development.

- Address building management concerns by working with the custodial staff, office staff, teachers, and District staff including implementing school-wide safety and emergency protocols.
- Collaborate and development master schedules and plan, schedule, and coordinate school projects.
- Attend and/or facilitate school's Instructional Support Teamings including monitoring interventions put in place to assist students with diverse needs.
- Resolve student issues by meeting with students, parents, teachers and other school staff and designing a plan of action.
- Attend Special Education staffing and IEP meetings as needed.
- Perform other duties as assigned.

Athletic Program Duties/Responsibilities:

- Schedule all athletic contests.
- Arrange transportation to all "away" contests.
- Responsible for the supervision and administration for all "home" contests.
- Contract with officials for all "home" contests.
- Evaluate all head coaches and delegate the evaluation of all assistant coaches.
- Responsible for recruiting, screening, hiring, assigning and training of all athletic personnel.
- Responsible for the budget, inventories, and purchases of all athletic equipment.
- Serve as the middle school representative at league meetings.
- Responsible for all personnel adhering to the rules and regulations established by the Michigan High School Athletic Association.
- Perform other duties as assigned.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- A Master's degree from an accredited college or university with an emphasis in supervision, educational administration and secondary or elementary school curriculum.

EXPERIENCE:

- Minimum 5 years of successful teaching, administration or supervision of which at least 3 years must have been teaching in an elementary or secondary school classroom.
- Middle School experience is preferred.
- Completion of administrative internship program and/or experience as an assistant principal desirable.
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities and skills necessary to perform effectively in the position may be considered.

CERTIFICATES, LICENSES, OR REGISTRATIONS:

- Meet Michigan certification requirements for an Administrator.
- Administrator certification preferred

SUPERVISION / TECHNICAL RESPONSIBILITY:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include addressing complaints and resolving problems, assisting with interviewing and hiring and training employees.

- Participate in district activities and athletic events.
- Supervise and evaluate staff.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Administers parts of the budget at the direction of the Principal.
- Responsible for administering, monitoring and coordinating the building’s extra duty allotment that is used to purchase athletic equipment and pay for ongoing staff supervision at various athletic and building-wide extra/co-curricular activities.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced oral and written communication, interpersonal, public relations, instruction, curriculum, facilitation, management, decision making computer and organizational skills.
- Strong understanding of teaching and learning.
- Knowledge of school law, school finance/budgets, conflict management and behavior management.
- Ability to work with students and parents with various backgrounds and abilities.
- Operating knowledge and experience with personal computers, computer software and basic office equipment.
- Operating knowledge of student information system required.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EVALUATION:

- Performance shall be evaluated by the Principal in accordance with the administrator’s contract.

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 for long periods of time; use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.

WORK ENVIRONMENT:

Frequent overtime or night work is required. Work beyond a 40-hour week and attendance at evening and weekend meetings as required. Ability to respond to school requirements at any time.

If interested in this position please go to our website: www.sjredwings.org and click on “Employment” under the “Quicklinks” drop down menu.

Position will be posted until July 11, 2019.

It is the policy of St. Johns Public Schools that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.