

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	MIDDLE SCHOOL ASSISTANT PRINCIPAL	REPORTS TO:	Middle School Principal
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- TRAINING QUALIFICATIONS**
- Valid certificate/license for middle school principal
 - Successful teaching experience at the appropriate grade levels preferred
 - And/or any additional qualifications, training or other credentials, as determined by the Board of Education
- REQUIRED SKILLS AND ABILITIES**
- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
 - Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
 - Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
 - Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
 - Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email
- PERSONAL QUALIFICATIONS**
- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
 - Is able to accept constructive criticism/feedback
 - Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
 - Is conscientious and assumes responsibility for ones own work performance
 - Anticipates problems and unforeseen events and deals with them in an appropriate manner
 - Demonstrates an ability to make proper decisions when required
 - Demonstrates loyalty to the administrative team
 - Possesses high moral character and a strong attendance record reflecting promptness
 - Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
 - Participates in appropriate professional organizations and their activities
 - Maintains a calm attitude and sense of control at all times
 - Maintains a high level of ethical behavior and confidentiality of information
 - Possesses the ability to be flexible and adaptable to changing situations
- JOB GOAL**
- To assist the principal in providing leadership and administration which will motivate instructional and supporting personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally
- WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS**
- The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.
- Frequent work that may extend beyond the normal workday
 - Occasional exposure to blood, bodily fluids, and tissue
 - Occasional operation of a vehicle under inclement weather conditions
 - Occasional interaction among unruly children/adults
 - Many situations that require hand motion, e.g., computer keyboard, typing, writing, etc.
 - Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
 - Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
 Revision date:

POSITION NO. 2.20

DUTIES AND
RESPONSIBILITIES

Leadership – Curriculum and Instruction

1. Completes all specific duties assigned by building principal
2. Assists the principal with:
 - a. the development and operation of the educational program in the building
 - b. the general administration of the school, and serves as principal when designated, when the principal is absent
 - c. creating efficient and effective data foundations, e.g., test interpretation, for evaluating student progress toward stated educational objectives
 - d. the district office in obtaining and maintaining the educational equipment needed for the building
 - e. effective, on-going communications with the superintendent and district office personnel regarding school activities, problems, and instructional matters
 - f. preparing and/or presenting reports or material as requested by the district office, Board of Education, Muskingum Valley Educational Service Center or the State Department of Education

Administration Organization

1. Directs textbook and supplies requisition, distribution and inventory
2. Supervises school activities that extend beyond the school day
3. Oversees procedures for the use of school facilities by community groups and employees
4. Issues and assumes responsibility for the control of all keys
5. Assists the principal with:
 - a. the development and operation of the educational program in the building
 - b. all staff and personnel assigned to the building
 - c. all students assigned to the building and the corresponding student services
 - d. the financial operations of the building
 - e. district office personnel, in recommending and assigning personnel
 - f. the security and safety requirements of all building and grounds
 - g. the proper maintenance of the building, in conjunction with the maintenance and custodial supervisors and staff
 - h. the district office in planning of new, or renovation of existing, facilities to meet the needs of the educational program
 - i. promoting positive public relations by helping to:
 - establish and demonstrate excellent community relations to further the community's understanding and support of the educational program
 - encourage student and staff pride in the facilities and encouraging them to assist on an on-going basis in the care of it
 - prepare news releases to the media for informational items
 - recognize student and staff achievements through appropriate media releases
 - publish a building newsletter to parents as prescribed in Board of Education policy and procedures
 - maintain a building-wide calendar of events to ensure proper scheduling of activities
 - j. the preparation of teacher and student handbooks
 - k. the interpretation of school and district programs, policies, and procedures to students, parents, staff, and community members

Pupil Services

1. Supervises conduct within the school, and assists with all disciplinary procedures, keeping records of any disciplinary action
2. Supervises the reporting and monitoring of student attendance, and conducts investigative follow-up actions when necessary
3. Assists the principal with:
 - a. registration of new students
 - b. scheduling of all students
 - c. orientation of all students and parents
 - d. appropriate supervision of all school activities during and after school hours
 - e. preparing and distributing student handbooks annually
 - f. promoting and demonstrating concern and caring for student welfare by:

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- successfully communicating with all students
- encouraging student responsibility and leadership
- being available to discuss problems, concerns, and reasonable requests
- helping students to understand that the image of their school is important and that the image of the school has direct bearing on the community
- planning programs and assemblies that will be both educational and entertaining to students
- g. maintaining an effective data processing system for scheduling, grading and attendance
- h. establishing and maintaining a system for the proper maintenance of all student records
- i. attending appropriate student activities to provide leadership and demonstrate interest
- j. maintaining a building-wide calendar of events to ensure proper scheduling of activities
- k. encouraging student leadership in activities such as class government and student council
- l. creating an open door policy for students to discuss problems, concerns, and make reasonable requests
- m. administering the extracurricular program of the school in conjunction with the junior high assistant athletic supervisor, and responds to student initiated requests for specific new extracurricular clubs, activities and program
- n. supervising all extracurricular advisors in their student activities and responsibilities
- o. the operating of an athletic program to meet the needs of the students and community
- p. the operation of student activity groups that meet the needs of the students

Personnel Services

1. Assists the principal with:
 - a. recommendations to the district office regarding the contractual status of personnel under his/her direct supervision
 - b. working cooperatively in the selection of coaches and extracurricular advisors
 - c. evaluating and recommending contracts of coaches and extracurricular advisors according to adopted policy
 - d. keeping and maintaining appropriate personnel files for individuals assigned to the building
 - e. orientation for new staff members
 - f. annual preparation of staff handbooks
 - g. preparing periodic staff bulletins
 - h. developing the building master schedule
 - i. assigning supervisory duties; e.g., lunchroom, hallway, as needed
 - j. conducting regularly scheduled staff meetings
 - k. involving the teaching staff in the decision-making process, when appropriate
 - l. counseling teachers on their individual and group performance according to the adopted evaluation policy and procedures
 - m. cooperating with college and university officials regarding teacher training and preparation, and provides for appropriate staff development programs
 - n. leadership for the overall morale of the staff
 - o. evaluating teachers according to the adopted evaluation policy and procedures
 - p. conducting classroom observations and observing teachers in classes and in their daily routine

Other

1. Keeps abreast of trends, research, and developments in the profession by attending professional meetings, reading professional journals, and other publications, and discussing problems of mutual interest with others in the field
2. Attends co-curricular and extra-curricular events
3. Performs the duties of principal when the principal is out of the facility
4. Is responsible for other duties as assigned

TERMS OF EMPLOYMENT	202 contract days
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