ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE
Middle School Assistant Principal

QUALIFICATIONS
1. Certified in educational administration and/or counseling with evaluator approval
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO
Building Principal

JOB GOAL
To help students overcome problems that impede learning and to assist in vesting a safe, orderly school environment that promotes learning

PERFORMANCE RESPONSIBILITIES
1. Identifies at-risk and potential dropouts at middle school and provides support to ensure their academic success.
2. Assists with student discipline issues at middle school, including bus discipline.
3. Provides supervision of students to ensure safety, including crosswalk, hallways, lunchroom, and busy duty, as assigned.
4. Works collaboratively with building principal and counselor on the master schedule and other student information system work. (Infinite Campus)
5. Works with the school staff to ensure the safety of all students and conducts building safety survey.
6. Designs and implements programs at the middle school that reflect the changing needs of the student population (Homecoming TEAM game day, Read Across America, Veteran’s Day Activities, Character Counts! Week).
7. Serves on committees as assigned by the building principal.
8. Serves on the district administrative team.
9. Serves on district and building technology committee.
10. Supports building administrative assistant with grade reporting, attendance, and other record keeping functions related to the student information system.
11. Assists the 6-8 building principal and activities director in the set up and supervision of students at selected co-curricular athletic and music functions at the middle school.
12. Coordinates 6-8 BAT meetings with building principal.
13. Assists superintendent and building administrators in coordinating 6-12 Iowa Assessment testing and data analysis throughout the district.
14. Attends 6-8 IEP meetings as requested by building administrator.
15. Is a member of building/district ILT.
16. Assists building principal with 504 meetings and the development of written 504 plans.
17. Evaluates certified and classified staff as assigned by building principal.
18. Assists Central Office staff with certified enrollment, BEDS, Project Easier, and other required data submissions as assigned.
19. Facilitates and/or serve on curriculum revision committees as assigned.
20. Operates in accordance with board policies and sees that all policies of the board pertaining to employee’s area of jurisdiction are implemented.
21. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT
Salary and work year to be established by the board.

EVALUATION
Performance of this job will be evaluated in accordance with provisions of the board’s policy.

Approved by Board of Directors on May 10, 2010.

Revised April 14, 2014