



Fort Cherry School District

Job Description

Title: Assistant Principal

Overview: Employee shall serve as the assistant administrator of a school building; coordinate daily management; implement and execute policies, procedures, programs, activities, and budgets in a manner that promotes a cohesive learning environment for the success of all (learner, teacher, parent, family)

Location: Corresponding School Building

Reports to: Building Principal/Superintendent

Supervises: Faculty and Staff at the direction of the Building Principal

Coordinates with: All Administrative and Supervisory Personnel of the School District
All Employees of the School District either directly or indirectly

Essential Duties:

1. Implement Board Policies as designated by the Superintendent
2. Comply with Federal/State/District laws, mandates, policies, regulations, and procedures regarding instructional programming, extracurricular, food service, school safety, and school facilities
3. Ensure district policies, school procedures, and the code of conduct is uniformly observed and understood by all stakeholders
4. Observe all rules and regulations governing the safety, health, and welfare of employees and students; this includes conducting the necessary drills and inspections as required by law

5. Lead through strategic and cultural development at the direction of the building principal.
 - a. Create an organizational vision, mission, and strategic goals for faculty performance with regards to instructional implementation, classroom management, home-school communication focused on student achievement
 - b. Utilize data for informed decision making
 - c. Build a collaborative and empowering work environment
 - d. Lead change efforts for continuous improvement
 - e. Celebrate accomplishments and acknowledges failures, as applicable
6. Lead for enhancement of learning
 - a. Lead school improvement initiatives
 - b. Aligns curricula, instruction, and assessments
 - c. Monitor instruction and expect high quality learning opportunities
 - d. Sets high expectations for all students
 - e. Expects and Schedules for the maximization of instructional time
7. Lead through professional learning and community engagement
 - a. Maximize professional responsibilities through parent involvement and community engagement
 - b. Demonstrates professionalism through being fair and equitable
 - c. Supports professional growth for self, faculty, and staff
 - d. Demonstrates professional, ethical, and responsible behavior
 - e. Serve as a role model for faculty, staff, and students
8. Administer the school in the absence of the principal
9. Assist in the preparation of the master schedule and class schedules
10. Make periodic checks of the building and grounds and report to the principal those items or matters that need to be corrected
11. Maintain a file of records, reports, and correspondence
12. Aid in the adjustment of teacher-pupil problems and pupil control
13. Counsel with students upon their request or teacher request
14. Hold parental conferences regarding attendance, academics, and discipline
15. Assist in the chaperoning of pupil social events
16. Assist in the supervision of athletic events
17. Assist in the development of courses of study

18. Assist in the supervision of student buses
19. Issue parking permits and assist in supervision student drivers
20. Issue permits for students to leave the building
21. Assist in planning and organizing all programs and details in connection with graduation
22. Supervise student-assigned discipline
23. Keep the principal fully informed of significant matters
24. Make recommendations to the principal regarding improvement of professional, clerical and maintenance personnel
25. Foster and promote collaborative problem-solving, decision making, and collegiality among all stakeholders
26. Gather, analyze, and evaluate district, school, class/course, and student data to formulate data informed decisions
27. Research, identify, and analyze research findings to promote school improvement and instructional excellence
28. Develop, implement, and evaluate building programming to provide effective learning environments in all areas (curricular, co-curricular, extra-curricular, and etc.)
29. Supervise, observe, evaluate, confer, and collaborate with faculty and staff through procedural, instructional, co-curricular and extra-curricular programming
30. Ensure compliance with Pupil Service mandates (i.e. IEP, GIEP, 504, LIEP, etc.)
31. Maintain and use informational systems, record keeping, and data warehousing of student information including but not limited to academic, behavioral, and health/wellness
32. Assist in the recruiting, interviewing, selection, and orientation of professional employees and new staff members
33. Supervise cheer and extra-curricular staff as directed by the principal
34. Supervise and enforce District student attendance policy

35. Supervise/observe assigned teachers per principal
36. Share supervision of school SAP team as per principal direction
37. Attend and collaborate as an active member of district wide committees, i.e. safety, instructional resource, comprehensive planning, and the like
38. Attend professional meetings, trainings, conferences, and learning opportunities to maintain and improve professional competence for self, faculty, and staff
39. React to change productively and handle other tasks as assigned
40. Maintain confidentiality
41. Support the mission, vision, and belief statements of the District
42. Any other responsibilities assigned by the Superintendent/Building Principal

Qualifications and Skills:

- Master's Degree; appropriate PA Administrative Certification
- 5 years teaching experience
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

Terms of Employment:

Employment obligations will be defined in the District's Act 93 Agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement