

## **Governor Mifflin School District Position Description**

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<b>POSITION TITLE:</b>	Associate Principal	<b>DATE:</b>	June 2014
<b>DEPARTMENT:</b>	Administration	<b>LOCATION:</b>	Intermediate School
<b>FLSA:</b>	Exempt (Act 93)		

### **Summary:**

The job of Associate Principal assumes responsibility of providing support to the instructional process with specific responsibility for directing assigned programs and services within the school; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

### **Reporting Relationships:**

- Works jointly with the Principal
- Works cooperatively with administrators, supervisors, staff, students, and the community to perform job responsibilities as outlined.
- The Associate Principals' immediate supervisor shall be the School Principal
- Evaluations will be done by the immediate supervisor.

### **Terms of Employment:**

- 12 month position.
- Salary and Benefits are as described in the current Agreement.
- Performance will be evaluated in accordance with the provisions set forth by the Board of Directors and the Agreement.

### **Qualifications:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Appropriate certification and requirements set forth by the Pennsylvania Department of Education
- Meet requirements set forth by the State of Pennsylvania and the Board of School Directors for employment.
- Valid Pennsylvania Driver's License

### **Physical and Ability Requirements:**

- Ability to reach above and below the waist.
- Ability to use fingers and hands to pick, feel and grasp objects.
- Some stooping, kneeling, bending and twisting of the body required.
- Ability to lift and/or carry supplies and/or papers weighing no more than 75 pounds.
- Ability to sit/walk/stand/move throughout the work environment.
- Visual and auditory acuity.
- Must possess excellent interpersonal skills.
- Must be able to work in an environment with frequent interruptions.
- Ability to communicate effectively.
- Ability to organize tasks.

- Ability to handle multiple tasks.
- Ability to exercise good judgment and excellent diagnostic skills.
- Must possess computer skills.
- Ability to operate various technology equipment.
- Ability to operate various office equipment.

**Essential Duties and Responsibilities:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Organize, manage, evaluate, and supervise effective and clear procedures, consistent with operations of the total school, and consistent with the philosophy, mission, values and goals of the school and district, including instructional programs in the Core Curriculum Content Standards, program evaluation, extracurricular activities, discipline systems to ensure a safe and orderly climate, personnel management, and community relations. Ensure compliance with all laws, administrative codes, board policies and regulations.
- Assist the Intermediate School Principal in establishing a Master Schedule for the school.
- Assist the Intermediate School Principal in PVAAS and PIMS reporting
- Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values and mission of the school and district, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
- Prepare all required reports regarding violence, vandalism, attendance and discipline matters.
- Counsel students and work closely with parents to help students to assume responsibility for behavior and understand the consequences of their decisions.
- Check staff attendance and assign appropriate coverage.
- Conduct discipline and suspension hearings in accordance with established school and district procedures.
- Establish a professional rapport with students and with staff that earns their respect.
- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Supervise, and provide supervision for non-classroom areas as assigned.
- Complete and consult with the Principal on teacher observations.
- Immediately notify appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
- Coordinate school and community resources for assigned students who need specialized assistance, including the services of the guidance counselor, social worker, nurse,

psychologist, learning disabilities teacher coordinator, attendance officer, and others who may assist the student and family.

- Check instructional materials and maintain inventories.
- Supervise instructional programs for the class assigned and/or for programs assigned by the Intermediate School Principal, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Develop with individual staff members a Professional Improvement Plan (PIP).
- Ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking, questioning the known, problem solving and creativity, that they address each student's needs, interests, and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and accomplishments.
- Assist the Intermediate School Principal with curriculum development, program evaluation, allocation of instructional materials and resources, and coordination of activities of departments assigned, ensuring that curriculum is current and addresses the Core Curriculum Content Standards.
- Review progress reports and mid-year and final examinations for the departments assigned.
- Supervise certificated and non-certificated personnel as assigned by the Intermediate School Principal to ensure that all job responsibilities are met and exceeded.
- Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth, and excellence, in accordance with law, board policy, and contractual requirements.
- Observe teachers, hold follow up conferences and maintain records on suggestions for needed improvement.
- Recommend opportunities for effective staff development that address the needs of the instructional program and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
- Assist Principal with planning and presenting faculty meetings
- Assure due process in carrying out the discipline code.
- Supervise activities of the class, including evening activities, and share in the supervision of school-wide activities as assigned on a rotating basis.
- Maintain visibility with students, staff, parents, and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
- Maintain locker assignments. Investigate reports of thefts from lockers, and take actions to correct.
- Supervise dismissal.
- Meet regularly with the administrative staff of the Intermediate School, to discuss the operation of the school, identify needs and report on successes.
- Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings as necessary.
- Assist the Intermediate School Principal with administrative functions of the school as assigned by the Intermediate School Principal, including facilities management and scheduling, student activities, school safety and security, emergency procedures, instructional field trips, assembly and special programs, and other areas.
- Assist the Intermediate School Principal and the staff to create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.

- Regularly inspect facilities to ensure compliance with all applicable codes and regulations.
- Assume responsibility for the health, safety, and welfare of students, personnel, and visitors.
- Follow procedures for emergencies and disasters, following state, local, and district guidelines.
- Disaster preparedness procedures shall include fire, bomb threats, severe weather, emergency closing or delayed opening of the school, accidents, bus accidents and traffic emergencies, civil disturbances, disruptions, death, personal tragedy, and other unusual circumstances.
- Follow established procedures for providing information to staff, students, and parents, and the media. Notify the Intermediate School Principal immediately of any unusual circumstances.
- Provide regular opportunities for students to celebrate success in instructional programs and extracurricular activities, and inform parents and the community of the accomplishments of students, staff, and the school.
- Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
- Check plan books and maintain records of compliance with policy and regulations in relation to plan books.
- Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- Use excellent written and oral English skills when communicating with students, parents, and colleagues.
- Complete in a timely fashion all records and reports as required by law and regulation or requested by the Intermediate School Principal. Answer correspondence promptly.
- Ensure that personnel and student record keeping procedures comply with state and federal law and district policy. Follow procedures for safe storing and integrity of all public and confidential school records.
- Attend required staff meetings and serve, as appropriate, on staff committees.
- Represent the school and district at community, state, and professional meetings.
- Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- Summarize, interpret, and disseminate current developments in discipline strategies, effective student motivation, learning theory and research, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
- Operate electronic and other equipment needed to carry out job functions and responsibilities.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act
- Perform any duties that are within the scope of employment and certifications, as assigned by the Intermediate School Principal and not otherwise prohibited by law or regulation.

The position holder must be able to perform the essential job functions. If needed, reasonable accommodations may be given to the employee. It is the responsibility of the employee to inform the school district administrator designated as immediate supervisor of the position, of any and all reasonable accommodations that will be required. 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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

All state/district requirements must be satisfied to be awarded this position.

The Governor Mifflin School District is an equal opportunity employment, educational and service organization.