

Franklin County Community School Corporation

Job Title	Middle School Assistant Principal
Position Type	<input checked="" type="checkbox"/> full time <input checked="" type="checkbox"/> certified Elementary – Middle School: 210 days <input type="checkbox"/> part time <input type="checkbox"/> non-certified High School : 210 days

Job Purpose:

Assist the Principal with the day-to-day operations and organization of the school while fostering a positive, safe environment that meets the needs of all students, staff and parents.

Duties:

Discipline:

1. To oversee the successful implementation of discipline procedures as outlined in the student/parent handbook, Board Policy, and Administrative Guidelines.
2. Resolve student behavior concerns in a fair and timely manner and maintain records of disciplinary action taken.
3. Facilitate conferences with parents/guardians of students concerning discipline, attendance, and student behavior.
4. Promote student behavior that is supportive and conducive to the school's instructional programs and goals.
5. To monitor, evaluate, and recommend improvements to the student/parent handbook.

Attendance:

1. To oversee the implementation of the school corporation attendance policy.
2. To confer with students, teachers including guidance counselor, parents, the Franklin County Probation Officer, and the Franklin County Prosecutor when necessary.

Communications:

1. To effectively communicate relevant policies and procedures in regards to student discipline, conduct, and attendance with all faculty, staff, administrators, students and parents.
2. Work with the Building Principal in the preparation of appropriate handbooks.

Supervision of Teachers:

1. Supervise and evaluate certified and paraprofessionals as assigned.
2. Supervise support services as assigned.
3. To make recommendations to the principal regarding teachers' professional responsibilities.

Supervision of Students:

1. To assist in the supervision of students throughout the school day including before school, during passing periods, at lunch time, and after school.

2. Attend and supervise after-school, evening, and weekend school sponsored events and activities as assigned.

Curriculum:

1. To assist in the implementation of the adopted curriculum.
2. Assist in coordinating, planning, implementing, and evaluating the one to one technology curriculum.

Developing/Implementing Plans:

1. Assist the Building Principal with fire, storm and tornado drills on a regular basis and implement emergency evacuations and lock-downs effectively.
2. Develop and implement an effective plan for supervision duties for teachers.
3. Develop and implement successful plans for scheduling student lunch periods.

Other Responsibilities:

1. Work with and assist faculty and staff in the development of effective classroom discipline and organization.
2. Work with the guidance counselor coordinating standardized testing.
3. Actively participate in special education case conferences as assigned by the principal.
4. Actively pursue professional development opportunities.
5. Participate in programs such as the eighth grade orientation program and the freshmen orientation program.
6. Serves as the building principal in the principal's absence.
7. Assists in organizing parent conferences and back-to-school night.
8. To assume other duties and responsibilities as assigned by the Building Principal.

Skills/Qualifications:

1. Must hold a valid teaching license.
2. Must hold, or be working toward, a building level administrative license.

Evaluated by	Building Principal
	The employee shall be evaluated annually.