



## Park Hill School District

### Position Description

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**POSITION TITLE:** Middle School Assistant Principal

**F.L.S.A.:** Exempt

**QUALIFICATIONS:**

- A minimum of two (2) years of successful teaching and Missouri Principal certification.
- Prior principalship experience preferred.
- Effective communication skills.
- Effective team-building skills.
- Effective organizational skills.

**REPORTS TO:** Middle School Principal

**MAJOR POLICY RESPONSIBILITIES:**

Assists the building principal on accountability for the educational, administrative, and supervisory functions in the school building. The assistant principal communicates and enforces directives and policies approved by the Board of Education and Central Office to the building personnel, as delegated by the principal.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists in general supervision of building and grounds for safety and welfare of students and staff.
2. \*Responsible for scheduling and enrollment of students and grade reporting.
3. Assists with the assignment & evaluation of substitute teachers, teachers and classified staff in the building.
4. Assists the principal in building scheduling, fostering communication between stakeholders, and implementing strategies to improve instruction.
5. Assists the principal in faculty supervision and evaluation in accordance with district evaluation policy.

6. Shares with principal the responsibility for administering the district's discipline and attendance policies through accepted building procedures.
7. \*Develops master schedules.
8. Develops supervision schedules.
9. Provides leadership for maintaining an effective school climate.
10. Promotes & ensures a high level of student attendance.

**OTHER JOB FUNCTIONS:**

1. Performs all duties that are assigned by building principal & Central Office.
2. Belongs to appropriate educational organizations.
3. Shares professional growth activities with staff to improve educational program and better meet district goals and expectations.