

### **JOB DESCRIPTION**

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
D	6	1	

JOB TITLE CONTRACT REFERENCE

Assistant Principal on Special Assignment (POSA) Fridley Association of School Administrators

TITLE OF IMMEDIATE SUPERVISOR

**VERSION DATE** 

Superintendent June 2019

### **JOB SUMMARY**

Support the Superintendent with implementing key educational initiatives and assist the Elementary school site Principals as the educational leader for the students, staff and parents of the school in accordance with district philosophy, policies, educational goals and practices and within existing Minnesota Statutes.

TASK NO. FREQUENCY BAND/GRADE

The essential functions of this job include, but are not limited to, the following fundamental job duties: 1. Assist Superintendent with understanding causes for 40% disproportionality of suspension rates for students of color, and development and implantation of strategies intended to address this critical concern. The FTE will work directly with building staff to provide academic and/or behavior supports related to addressing over representation of students of color with IEPs in the areas of discipline as part of providing Coordinated Early Intervening Services(CEIS). 2. Assist with the daily operation and student learning of 10% Elementary Schools. 3. Assist Principals with staff evaluation process 5% 4. Support system of communication with parents, staff 3% and students and keep Principal and Superintendent informed of activities and events in the school. Prepare a handbook for students which is their primary source of information on school services, calendar, curriculum, grading, attendance, conduct and promotion policies, and emergency procedures.

# **Assistant Principal**

## Fridley Association of School Administrators

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supervising a program of building site maintenance/improvements and safety/security.  6. Assist principal in providing leadership in the development, evaluation, and modification of the educational program of the school.  7. Promote teamwork within the district by participating actively on the district administrative team and other committees as necessary and as the opportunity arises.  8. Use effective strategies to deal with issues and forces that affect the school's operation. Ensure that the Principal and the Superintendent are informed of activities and events in the school.  9. Support oversight of student attendance policies.  5%  10. Support oversight and development of, and directly implement student discipline policies. Administer actions directed at maintaining and fostering growth in responsible student behavior to provide school climate conducive to academic growth  11. Under the direction of the Principal, support administration of:  a) Bus transportation of students b) Health care services of school in conjunction with the Director of Special services and the district nurse c) Special education services for school d) School programming related to chemical education and chemical abuse e) Building maintenance and custodial functions f) Building security system and safety standards g) Building inventories h) Participate in the supervision of activities along with other administrators and deans  12. Assist the Principal in the hiring and supervision of certified and non-certified Middle School staff. Assist the Principal in recommending to the Superintendent, candidates for positions and recommendations relative	5.	Support Elementary Principals in organizing and	5%
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Carranates for positions and recommendations relative		•	
to their retention and/or termination. Perform		•	
personnel supervisory responsibilities relative to specific			
employees.			
13. Assist Principal with interview process for new staff 2%	12		2%
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**JOB TITLE** 

**CONTRACT REFERENCE** 

### **Assistant Principal**

Fridley Association of School Administrators

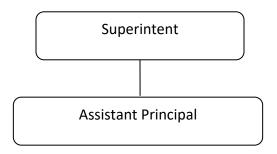
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14.	Assist Principal in leading staff development activities	2%	
15.	Perform other duties as assigned.	2%	

**QUALIFICATIONS** (Specific training or job experience required before appointment)

1. Administrative Certification/Licensure

#### **ORGANIZATIONAL RELATIONSHIPS**



**SYMBOLS** 

DIRECT SUPERVISION INDIRECT SUPERVISION WORK DIRECTION ADVISE/INFORM

### **PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus