

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Assistant Principal - Middle School

EXEMPT: Yes
SALARY LEVEL: Determined by the Administrative Salary Schedule
LOCATION: Junior High School
REPORTS TO: Junior High School Principal

JOB GOALS: Assists in directing and coordinating educational, extra curricular, administrative, and counseling activities of the middle school by performing the following duties.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Assists the principal in the overall administration of the school.
2. Acts in place of the principal's absence.
3. Assists the principal in the process of evaluating certified and non-certified personnel.
4. Shares responsibility with the principal for supervision of school activities.
5. Shares responsibility with the principal for the supervision of certified and non-certified personnel.
6. Assumes responsibility in matters of student discipline.
 - a. Administers appropriate disciplinary action as the situation may warrant.
 - b. Provides for an orderly method of reporting student behavior problems to those concerned.
 - c. Keeps an up-to-date file on students with discipline problems.
7. Supervises the maintenance of accurate records on the progress and attendance of students.
8. Arranges transportation to and from athletic events.
9. Serves as suggester to the principal to keep her/him informed of areas of impending difficulties, places for improvement, and continuing strengths in the school's program.
10. Works cooperatively with problems associated with transporting students to and from school.
11. Supervises and coordinates other student services such as corridors, lockers, and lunchroom activities.
12. Works with the principal and staff to review, coordinate, and improve curriculum in the school.
13. Cooperates in the conducting of safety inspections and safety drill practice.
14. Helps to create an atmosphere for learning and promote morale and cooperation with students, teachers, and administration.
15. Plans and supervises fire drills and emergency preparedness program.
16. Serves as a member of the corporation administrative team.
17. Writes accident reports or causes accident reports to be written and file a copy with the superintendent's office.
18. Assumes responsibility for professional growth and development.
19. Supervises the use of school facility for both academic and non-academic purposes.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 10 to 50 classroom teachers and support staff within the school organization. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of teachers, parents, children and the general public.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

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 employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Pen; pencil; pointer; slate; projector; public address system; tape recorder; blackboard; chalk; charts; diagrams; examinations; manuals; maps; publications; reference books; textbooks; computers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

230 days. Salary to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with corporation policy and state law.

Revised 11/10/00