

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Assistant Secondary Principal	Department: Instructional
Immediate Supervisor's Position Title: Principal	FLSA Status Exempt
Band/Grade/Subgrade: E-8-1	Bargaining Unit: Northfield Principals' Association
Job Summary: Under the direction of the Building Principal, the Assistant Principal supervises student discipline, attendance, activities and records. Assists the principal in the daily operation of the school. The Assistant Principal also assists the Principal in the observation and evaluation of a portion of the licensed personnel in the building.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides for direct student services related to student discipline, attendance, support, recognition and other activities.
Percent of Time:	45	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Coordinates and implements student discipline and attendance programs at assigned grade levels. Coordinates the detention and in-school suspension program. Enforces rules and procedures; supervises students in the building, school grounds, the parking lot, cafeteria, hallways, and assemblies. Follows up with parents and/or staff regarding discipline or truancy referrals. • Coordinates and implements program and schedule adjustments for non-achieving and behavior problem students. • Develops and supervises recordkeeping and reporting systems; supervises the process of student progress reporting and distribution. • Shares the supervision of evening activities, such as athletic events and nighttime functions, with other administrators; attends school-related community activities. • Supervises the "early release program" for students, primarily seniors or special needs students, attending college or having part-time jobs. Coordinates the scholarship and student recognition program. • Recommends changes to procedures to the principal. • Co-manages the student support team. • Coordinates student orientation sessions. • Serves as a liaison to court, social services and law enforcement. • Manages student bus transportation issues. • Provides academic guidance and additional counseling services as needed. • Refers and follows up with students experiencing chemical health issues. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Supervises special services programs within the building.
Percent of Time:	15	

Tasks involved in fulfilling above duty/responsibility:

- Coordinates building programs with those of the Special Education program.
- Assures that special education procedures are followed.
- Participates, as a member, of the special services committee.
- Represents the administration at special education staffings.
- Conducts supervisory meetings to address administrative or supervisory problems.

Duty/Responsibility No:	3	Statement of duty/responsibility: Administers the school's co-curricular and curricular programs.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Approves and schedules activities.
- Assists in developing the master schedule and the registration of students.
- Manages the basic skills, MCA, MAP, BST and TEAF testing programs, including remediation, preparation and makeup efforts.
- Serves on assigned curriculum committees.
- Assists activity advisors with special events such as homecoming, prom, graduation, etc.

Duty/Responsibility No:	4	Statement of duty/responsibility: Plans, conducts and/or attends various meetings with teachers, parents, district staff and community groups.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Consults with parents regarding students who are experiencing all kinds of adjustment problems; collaborates with teachers, counselors, social workers, the principal, parents and students to correct negative behaviors.
- Attends, plans and conducts various staff meetings to provide information and solve problems.
- Participates in building and district administrative meetings, staff development and other committees as assigned..

Duty/Responsibility No:	5	Statement of duty/responsibility: Assists with the hiring, assignment and evaluation of staff.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Assists the principal in hiring staff by participating in screening, interviewing and recommending candidates.
- Assists in the evaluation of non-tenured licensed staff by observing, conducting follow-up conferences and writing evaluation reports, with recommendations for growth and development, for the record.
- Coordinates with the principal in the general supervision of teachers as related to management-assigned tasks.
- Assigns teachers to supervisory tasks; assists in assigning all staff.
- Develops and co-manages the supervision schedule.
- Assists with teacher orientation sessions.
- Supervises the office staff as they carry out their assigned functions.
- Assists Principal in disseminating school information to the community and provides leadership for various community groups.
- Supervises student support team, including counselors, nurse, social worker, security, and liaison officer.
- Keeps current on the literature and best practices of secondary school administration and education.

Duty/Responsibility No:	6	Statement of duty/responsibility: Provides for other miscellaneous services related to school operations.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Provides for building safety and security, including fire, severe weather and security lockdown plans.
- Manages the parking lot, including registrations, the grounds, and neighborhood relations; supervises the parking lot attendant.
- Serves as liaison to building technology committee.
- Manages the assignment of student lockers.

Duty/Responsibility No:	7	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma	Specialist Degree or 6th year program	
	High school diploma or GED.	Major field of study or degree emphasis: Educational administration, educational leadership or a closely-related field.	
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> ▪ Teaching and learning, and secondary education philosophy. ▪ Staffing procedures, including screening, selection, assignment, scheduling, and performance evaluation. ▪ Student behavior modification techniques. ▪ Conflict resolution. ▪ Creating a positive school climate. ▪ Curriculum development, alignment and implementation. ▪ Staff development, including training teachers regarding specific mandates, such as graduation standards. ▪ Demonstrated knowledge of technology and school reform. ▪ School law and special education law, including due process. ▪ Public relations, mediation strategies and techniques. ▪ Understanding of a school district as an organization. 	
x	2nd year graduate level		
	Doctorate level		

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:		
Required Work Experience in Addition to Formal Education/Training: At least three years teaching experience is required; administrative experience is preferred.		
Required Supervisory Experience: Supervisory experience is preferred.		
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Licensed teacher in the State of MN and administrative licensure.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> ▪ Developing a master schedule. ▪ Ability to work closely and positively with students, parents and communities of all socioeconomic classes, racial/ethnic groups, and students with special needs in student development, both academic and social; knowledge and sensitivity to diversity issues. ▪ Considerable skill in improving the climate of a school by increasing student achievement, and preventing disciplinary problems. ▪ Ability to assess the performance of all staff; considerable ability to perform performance evaluations of both probationary and tenured teachers and other licensed staff in accordance with State law and district policy. ▪ Excellent organizational, and verbal, written and listening communication skills. ▪ Demonstrated leadership and collaboration skills. ▪ Basic use of computers. ▪ The skill and ability to communicate - both orally and in writing. 	
RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Teachers, professional support staff (counselors, social workers, nurses, etc.)	Varies
2	Secretaries and paraprofessionals	Varies
3	Coaches and advisors	Varies
	TOTAL	Varies
INDIRECT SUPERVISION:		
Number of employees indirectly supervised:		Total: Varies
HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is performed under normal office or classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Duties can involve occasional disagreeable interactions with the public, parents, students and staff.	

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk or hear				√
Taste or smell		√		
Physical (Lift & carry): up to 10 pounds		√		
up to 25 pounds	√			
up to 50 pounds	√			
up to 75 pounds	√			
up to 100 pounds	√			
more than 100 pounds	√			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. There are no special vision requirements, other than normal vision, for this job classification.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: