

**ST. JAMES R-I SCHOOL DISTRICT
CERTIFIED POSITION DESCRIPTION**

Title: Assistant Middle School Principal / High School A+ Coordinator

Updated: 2/27/17

F.L.S.A. Exempt Professional

Qualifications:

1. Valid Missouri K-8 principal certificate issued by the Department of Elementary and Secondary Education
2. A minimum of two years teaching experience
3. Effective communication, team-building, and organizational skills
4. Provide effective instructional leadership

Reports To: Middle School Principal and High School Principal

Supervises: Teachers and office staff

Job Goal:

The assistant middle school principal will assist the head principal with all instructional and management leadership responsibilities within the middle school building. Major responsibilities include the educational program, professional and classified staff, student development, and developing effective community relations.

Performance Objectives:

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 the principal in building scheduling, fostering communication between stakeholders, and implementing strategies to improve instruction
4. Assists the principal in faculty supervision and evaluation in accordance with district evaluation policy
5. Shares with principal the responsibility for administering the district's discipline and attendance policies through accepted building procedures
6. Assists in developing master schedules
7. Assists in developing supervision schedules
8. Provides leadership for maintaining an effective school climate
9. Promotes and ensures a high level of student attendance
10. Monitor and facilitate dual credit offerings with regional colleges
11. Belongs to appropriate educational organizations
12. Shares professional growth activities with staff to improve educational programs and better meet district goals and expectations
13. Coordinate implementation of the site-based A+ Schools Program objectives with central office, community and business sector
14. Develop and implement the Partnership Plan and serve as facilitator of the Partnership Advisory Committee
15. Establish and maintain procedures for evaluating the effectiveness of the A+ School Program
16. Disseminate A+ Schools Program information to students, parents, faculty and the community

17. Develop and maintain procedures for identifying eligible student participants
18. Develop and maintain written agreements for student financial incentives
19. Assist in implementing career planning activities into the school curriculum
20. Coordinate the school-based mentoring/tutoring
21. Assist in addressing the needs of students who are educationally at-risk
22. Track A+ Schools student requirements/competencies
23. Assist in the professional development as identified by the district CSIP
24. Performs all duties assigned by building principals and central office

Terms of Employment:

The superintendent makes employment recommendations in February of each year for the next fiscal year. The middle school principal shall be employed on a 261 day basis. Employment will be secured through a written contract, which will state the terms of the appointment, compensation, benefits and other conditions of employment. The middle school principal's contract shall be reviewed annually and may be extended at the discretion of the Board, not to exceed two (2) years.

Evaluation:

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certificated Personnel (P 4610).