



JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
D	6	1	

JOB TITLE	CONTRACT REFERENCE
Assistant Principal	Fridley Association of School Administrators

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Principal	January 2007

JOB SUMMARY

Assist the Principal 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
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Assist with the daily operation and student learning of Fridley Middle School.	10%
2.	Assist Principal with staff evaluation process	10%
3.	Build master schedule and prepare registration materials.	10%
4.	Maintain a system of communication with parents, staff 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.	3%
5.	Organize and supervise a program of building site maintenance/improvements and safety/security.	5%
6.	Assist principal in providing leadership in the development, evaluation, and modification of the educational program of the school.	2%
7.	Promote teamwork within the district by participating actively on the district administrative team and other committees as necessary and as the opportunity arises.	2%

JOB TITLE**CONTRACT REFERENCE****Assistant Principal**

Fridley Association of School Administrators

– Page 2

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.	2%	
9.	Oversee student attendance policies.	10%	
10.	Oversee the 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	20%	
11.	Under the direction of the Principal, administer: <ul style="list-style-type: none"> 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 	10%	
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 to their retention and/or termination. Perform personnel supervisory responsibilities relative to specific employees.	10%	
13.	Assist Principal with interview process for new staff	2%	
14.	Assist Principal in leading staff development activities	2%	
15.	Perform other duties as assigned.	2%	

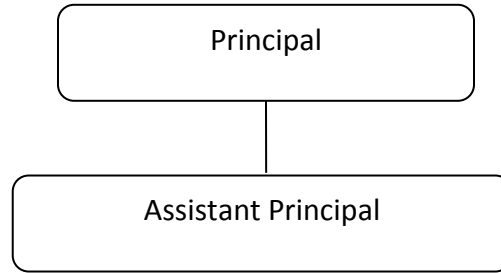
QUALIFICATIONS (Specific training or job experience required before appointment)

1. Administrative Certification/Licensure

JOB TITLE**Assistant Principal**

– Page 2

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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

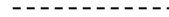
DIRECT SUPERVISION



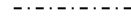
INDIRECT SUPERVISION



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