

WELLSBORO AREA SCHOOL DISTRICT
227 NICHOLS STREET, WELLSBORO, PA 16901

Job Description
MIDDLE SCHOOL ASSISTANT PRINCIPAL/HEAD OF MIDDLE SCHOOL ATHLETICS
developed June 2019

Qualifications:

The following requirements should be met for this position:

- **Education** - All assistant principals shall, minimally, have earned a master's degree from an accredited institution and possess a valid principal certificate issued by the Commonwealth of Pennsylvania.
- **Experience** - He/she should have at least five years of successful teaching. Experience supervising teaching staff preferred.
- **Knowledge, Skills and Abilities** - Excellent reading, writing, report compilation, communications, personal, and organizational skills. Must be a self-starter with excellent work habits, ability to think and work independently, and have a positive attitude toward professional growth, work, and other employees.

General Description:

This is a 12 month 260 day Act 93 position. The assistant principal has the responsibility to assist the principal with the effective administration of the building(s) to which he/she is assigned. He/she shall be directly responsible to and perform such duties as directed by the principal and superintendent.

Major Duties and Responsibilities:

District

1. To cooperate with the principal in maintaining an effective Administrative Team concept.
2. To effect an attitude of cooperation toward all members of the Administrative Management Team and all members of the Board of Education.
3. To implement board policies and administrative guidelines as directed by the principal and interpreted by the superintendent.
4. To attend meetings as directed by the principal and/or superintendent.
5. Maintain a standard of professional development, including attendance at all district inservice programs and other professional and educational conferences as approved by the principal, superintendent, and Board of Education.
6. To undertake any other duties which may be assigned by the principal and/or superintendent.

Building

1. Assist the principal with providing proper supervision for all students in the building during or after school hours, including the attendance, conduct, and health of school students, in accordance with board policy, district rules and regulations, and the PA Public School Code.
2. Oversee the general safety of students and staff, including fire drills.
3. Be responsible for overall student behavior in halls, cafeteria, lavatories, and at extracurricular and assembly activities, ensuring adequate supervision of students.

4. Assist the principal in observing and evaluating all temporary professional employees and new support staff at least twice a year and all permanent professional employees and support staff at least once a year.
5. To attend all staff meetings, both as a member of the building's administrative team and a member of the faculty.
6. Assist the principal in the orientation of new staff and new students.
7. To foster good interpersonal relationships among students, staff and parents.
8. To emphasize student care and respect for public and private property.
9. Stimulate a spirit of high morale among staff members and deal with problems of staff members promptly, sympathetically, and confidentially.
10. Supervise transportation, including teaching appropriate bus behavior, working with drivers, contractors, and area police to ensure the safe and efficient transportation to and from school for all children.
11. Assist the principal and special education director with the special education program and process, including participating in the development of a student's program, serving on advisory teams, participating in meetings, coordinating programs and services with internal and external entities.
12. Be knowledgeable of the school building budget and assist the principal in administration of the budget.
13. Attend all scheduled school activities, as directed by the principal.
14. Encourage staff members to show they are interested in the individual student success, are approachable, and are always anxious to improve the school program.
15. Assist the principal in the evaluation of the total school program periodically to determine its effectiveness, its aims and objective, and the areas of needed improvement.
16. Assist the principal in maintaining the physical school building, keeping in mind the best facility for student learning, staff delivery of the educational program, and a model facility in the community.
17. To exercise decisive leadership in crisis situations.
18. Prepare various reports, forms, and correspondence as required.
19. Assist the principal in the administration of the curriculum within the school.
20. Oversee the coordination of district curriculum related online accounts.
21. Assist the principal in curriculum alignments both in the building and district-wide.
22. Assist the principal with monthly curriculum meetings.
23. Perform all duties of the principal in his/her absence.
24. Perform other duties as may be assigned by the principal and/or the superintendent.
25. Organize and administer the middle school program of interscholastic athletics in accordance with the policies of the school district and the regulations of the league (NTL) and state association (PIAA).
26. Provide leadership in the selection, assignment, and evaluation of athletic related positions for middle school athletics (i.e. coaching personnel).
27. Ensure that the middle school athletic programs adhere to all rules and regulations of the school district, Northern Tier League, and state association (PIAA).
28. Accept an active role in the development and enhancement of athletic facilities.
29. Prepare and oversee the middle school athletic program budget and manage the athletic ticket sales, expenditures, and the handling of funds to adhere to budgetary guidelines.

Community

1. To support the concept of administration/staff/community understanding, cooperation, and support and the participation of the community in school life.
2. To assist the principal with administering parent conferences that deal directly with assisting those students who have school relate problems.
3. To maintain an awareness of those factors outside the school system which directly or indirectly affect programs.
4. Act as intermediary with outside agencies in coordinating services to meet student needs.

Evaluation:

Performance of this job will be evaluated annually by the principal and superintendent in accordance with the provisions of the appropriate evaluation instrument.

PHYSICAL DEMANDS:

Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Some stooping, kneeling, bending and twisting of the body
Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
Ability to lift small children when necessary
Ability to stand, walk or move throughout the building and grounds often for extended periods of the workday
Ability to provide safe physical management (restrain) of students when necessary

SENSORY ABILITIES:

Visual acuity
Auditory acuity

WORK ENVIRONMENT:

Typical office environment
Subject to inside environmental conditions

TEMPERAMENT:

Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS:

Must possess leadership skills
Must possess supervisory skills
Must possess computer skills
Ability to operate various office equipment
Must appropriately handle confidential information

ANALYTICAL SKILLS:

Ability to build a budgeting and forecasting model for class offerings

Ability to build a budgeting and forecasting model for yearly budgets

Ability to identify, collect, and present metrics that drive insights in the following areas: (a) goal achievement, (b) continuous improvement, (c) finance, (d) areas of investment, (e) development Ability to provide support for strategic initiatives around curriculum development, student success, teacher/staff development

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)