

**BLANCHESTER LOCAL SCHOOLS**

## JOB DESCRIPTION

<b>Title:</b>	<b>ASSISTANT PRINCIPAL</b>	<b>ADOPTED 4/15/2024</b>
<b>Reports To:</b>	Principal	
<b>Job Objective:</b>	Serves as an assistant to the principal.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"> <li>• Acts according to the Licensure Code of Professional Conduct for Ohio Educators.</li> <li>• Available to work a non-traditional schedule and irregular hours when needed.</li> <li>• Contract may require: Ohio Teacher Evaluation System (OTES 2.0) and Ohio School Counselor Evaluation System (OSCES) credentialed evaluator status.</li> <li>• Demonstrated leadership abilities and a willingness to take on challenging tasks.</li> <li>• Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)</li> <li>• Holds/maintains required Ohio Department of Education credentials. Ability to achieve program objectives through enhancements based on evaluated data and research-based best practices.</li> <li>• Maintains a record free of criminal violations that prohibit public school employment.</li> </ul>	
<b>Preferred Attributes:</b>	Active listening, creative problem solving, and good time management skills.	
<b>Physical Demand Level<sup>1</sup>:</b>	<p>Sedentary to light strength (occasionally lifting/carrying 11+ lbs.).</p> <p>Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing/walking, and using a traditional keyboard.</p> <p><sup>1</sup> Abridged U.S. Department of Labor documentation of physical demand characteristics.</p>	
<b>Note:</b>	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential  
Functions:****1. Manages effective school operations. Provides for a clean, orderly, responsive, safe, and supportive learning environment. Helps plan and implement innovative programming.**

- Actively supervises and evaluates assigned personnel. Cultivates staff leadership skills.
- Addresses issues that arise during the absence of the principal.
- Advocates for students. Supports access to inclusive educational opportunities for all students.
- Analyzes key program performance indicators to align budget proposals with strategic district goals.
- Assists with enrollment/withdrawal procedures and the management of student files.
- Attends and/or supervises district activities outside the traditional school day as directed.
- Facilitates collaborative planning for staff meetings. Directs special project committees.
- Guides staff in the use of assessment strategies to gauge student progress. Identifies performance gaps and trends. Helps prioritize core performance objectives. Helps staff identify specific techniques, interventions, and aligned resources best suited for each student.
- Helps manage mandated testing programs. Maintains test security. Helps analyze test results.
- Helps manage the revision/distribution of student-parent and teacher handbooks.
- Helps prepare a master schedule (e.g., program calendar, room assignments, staffing, etc.)
- Helps students acquire appropriate functional skills (e.g., communication, self-regulation, socialization, etc.)
- Helps students develop educational goals that are attainable, measurable, relevant, and specific.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Manages program compliance with accreditation, contractual, legal, and regulatory requirements.
- Provides administrative direction to ensure orderly program activities (e.g., building access, custodial, instructional resources, office support, parking, security, etc.)
- Provides high-quality staff development programs to improve pupil management and instructional skills (e.g., coaching, communities of practice, consultation, mentoring, etc.)
- Provides leadership for the advancement of best practices and academic standards. Implements initiatives that support continuous improvement in student participation and achievement.
- Serves as an active member of the administrative team and adviser to the superintendent.
- Supports diverse extracurricular program opportunities for all students.
- Uses positive behavioral interventions and supports to maintain discipline.
- Works with staff to develop standards-based curriculum guides and high-quality courses of study.

**2. Consistently performs all aspects of the job. Diligently pursues high quality results.**

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

**3. Maintains open/effective communications. Serves as a reliable information resource.**

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps the community understand district policy objectives and administrative procedures.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

**4. Pursues opportunities to enhance job knowledge and skill proficiency.**

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

**5. Keeps current with emergency preparedness and response procedures.**

- Helps implement and monitor health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

**6. Performs other specific job-related duties as directed.**

- Implements district strategies to advance organizational goals.

**Performance Evaluation:** Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

**Working Conditions:** The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

**Encounters** with aggressive, angry, rude, or unpleasant individuals.

**Exposure** to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

**Exposure** to blood-borne pathogens or contagious diseases.

**Exposure** to severe weather conditions or temperature extremes.

**Movements** that require balancing, bending, climbing, crouching, kneeling, or reaching.

**Operating** or riding in a vehicle. Working in or near vehicular traffic.

**Performing** tasks that require complex sequencing, dexterity, strength, stamina, etc.

**Traveling** to meetings and work assignments.

**Working** at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

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