

Lexington Middle School

Assistant Principal/AD Job Description

Reports to and evaluated by: Lexington Middle School (LMS) Principal

Overview

- The LMS Assistant Principal/AD is responsible for the operation of the school as directed by the Principal. This includes administration of the discipline program and strong emphasis on supervision with respect to instructional operations and maintenance.
- The LMS Assistant Principal/AD reports to the Middle School Principal.
- With respect to special education programs and programming for exceptional children, LMS principals and the Student Services Director and Coordinators have a shared responsibility and a cooperative relationship. The Director has the responsibility for establishing and implementing programs. Principals have the responsibility for administering the day-to-day operation of these programs.

Qualifications

- Possess Nebraska administrative certificate with secondary endorsement in educational administration.
- Prior teaching and coaching experience desired but not required.
- Be prepared academically in the field of educational administration with work in teacher/coach evaluation and supervision, and should be knowledgeable in the related fields of child development, guidance, reading and math education, special education, special services, middle level education, and secondary activities.
- Have demonstrated the ability to evaluate and develop curriculum and make instructional improvements.
- Demonstrate ease in utilizing technology for reports, presentations, and analysis of data.
- Demonstrate the ability to communicate effectively orally and in writing.
- Demonstrate effective collaborative skills to work in concert with administrative colleagues and district educators.

Skills, Ability, and Knowledge

- Ability to work well with students, staff and parents in a professional manner.
- Highly organized work habits.
- Knowledge of school safety and security procedures.
- Good writing, speaking, and listening skills.
- Ability to work under pressure and meet deadlines.
- Knowledge of District and NSAA rules, regulations and policies.
- Strong leadership and supervisory skills.
- Independent judgment and decision making skills.
- Strong skills with using technology and social media.

Duties and Responsibilities

Supervision and Evaluation of Staff

- Assist the Principal in the selection and appointment of new staff members.

- Promote the professional growth of assigned staff members.
- Observe classroom teaching and conference with teachers regarding their performance.
- Prepare written evaluations of assigned certified staff members utilizing formative and summative evaluation instruments.
- Supervise and evaluate the performance of assigned non-certified personnel.
- Provide assistance in solving teaching problems and to improve instruction.
- Supervise duty assignments of teachers.
- Supervise school support programs.

Supervision of Students

- Be visible in the building before, during, and after school.
- Maintain an orderly, safe, productive, and well-disciplined learning environment in school and at school activities.
- Assist with lunch and hallway supervision as directed.
- Consistently enforce student and activities handbook rules and regulations.

Curriculum/Instruction

- Assist the Principal in scheduling and in the organization of the school.
- Coordinate and articulate the curriculum within the school for designated subjects.
- Evaluate the instructional program through a variety of means.
- Assist the Principal in administering system-wide and school-based testing and evaluation.
- Establish and implement a firm, fair, and consistent program of school discipline under the direction of the Principal.

Budget/Facilities Management

- Administer the budget in an effective manner for assigned duties and disciplines.
- Assist the principal in safeguarding the health and well-being of students and staff members.
- Assist the principal with the overall management of the school facility.

Professional Development

- Accept responsibility for personal professional development and growth.
- Utilize research and published materials pertinent to the profession.
- Periodically update planning, organizing, budgeting, and communication skills.
- Seek better methods of administering and providing leadership through study, supervisory help, and the evaluation of programs.

Other Assistant Principal Duties

- Act as the Principal in the absence of the Principal as directed.
- Assist in the development and implementation of Section 504 plans.
- Attend and present at school board committee and regular meetings as directed.
- Assist in the implementation of school-wide safety practices as described in the LMS safety and security plan.
- Assist with crisis team and emergency communications as needed.

LMS Activities Director Responsibilities

- Coordinate with LMS coaches to arrange transportation to events and competitions. This may include coordinating funding-raising efforts for meals, shooting shirts, etc.
- Coordinate with LMS Principal, High School AD, Elementary Principals and Director of YMCA to schedule and prepare facilities for practice and games.
- Set up equipment and furniture needed in each facility for the administration of the game (e.g. volleyball nets, football pylons, lowering of basketball hoops, set up of wrestling mats, etc.)
- Hire officials for contests and arrange for payment of such officials from the Business Office.
- Arrange workers for contests, log their hours, and request payment of those workers.
- Coordinate training and professional development for LMS coaches (CPR certification, NSAA level requirements, Nebraska Coaches Association membership, etc.).
- Supervise or arrange for the supervision of LMS extra-curricular activities including both oversight of participant and spectator conduct.
- Enforce student code of conduct rules and regulations.
- Coordinate game/contest scheduling with other schools with the input of LMS coaches/sponsors.
- Coordinate and maintain inventory of equipment for LMS programs. Facilitate purchasing of new equipment when necessary.
- Work closely with other administrators in monitoring eligibility of student athletes due to grades/attendance.
- Works closely with office staff to ensure all paperwork is turned in on time in advance of each season in regards to athlete's physical clearance and parental permission to participate.
- Ensure that practices, competitions, facilities, and procedures for all LMS programs are compliant with district, state, and federal regulations concerning student safety and supervision.
- Work closely with other administrators in the recruitment and selection of LMS coaches.
- Annually evaluate all LMS head coaches and sponsors.

Other duties and responsibilities as assigned.

Physical Requirements

	Occasional 1-32%	Frequent 33-66%	Constant 67%+
A. Standing		X	
B. Walking		X	
C. Sitting	X		
D. Bending/Stooping	X		
E. Reaching/Pushing	X		
F. Climbing		X	
G. Stooping/Kneeling/Crouching/Crawling	X		
H. Reaching/Handling	X		
I. Speaking/Hearing			X
J. Seeing/Depth Perception/Color			X
K. Record Maintenance (materials)		X	
L. Driving		X	
M. Lifting 30 lbs. max.		X	
N. Lifting 30 lbs. or more		X	
O. Carrying 30 lbs. max.	X		
P. Carrying 30 lbs. or more	X		
Q. Manual Dexterity Tasks	X		

WORKING CONDITIONS

A. Inside and Outside

B. Climatic environment: Inside facilities are climate controlled.