

Middle School Assistant Principal

The Assistant Principal will provide leadership and supervision, administer discipline, and maintain records. In cooperation with the high school activities director, will administer the middle school activities program. This position reports to, and is evaluated by, the Middle School Principal, and is expected to complete other duties as assigned to help achieve the district's educational objectives.

Qualifications for the position include a valid State of Nebraska administrative certificate; successful experience as a classroom teacher and activity sponsor; experience and/or background working with middle school students; the ability to develop positive relations with students, staff, parents, and community; organizational, managerial, leadership and appropriate technology skills. Compensation and length of contract shall be established by the Board of Education; alternatives to the above qualifications may be considered as the Board of Education deems appropriate and acceptable.

Duties include but are not limited to, the following:

1. Under the direction of the Principal, administer, supervise and monitor the disciplinary aspects of the school in the building, on school grounds, and at school events.
2. Provide adequate supervision and assign supervision of students on school grounds, including before/after school, during lunch and passing periods.
3. Be responsible for student attendance and duties related to attendance, such as tardiness and truancy, monitor and maintain records, and completion of required attendance reporting.
4. Assist the Principal to:
 - a. Assume responsibility for the school and educational program.
 - b. Provide for effective evaluation of all personnel.
 - c. Provide for effective selection, induction, and continual development of all personnel.
 - d. Provide effective instructional leadership, including monitoring student performance relative to assessments ensuring that the written curriculum is the taught, assessed curriculum;
 - e. Assist staff with the use of data to make educational improvement decisions.
 - f. Articulate educational program and transition process between the elementary schools, middle school, and high schools.
 - g. Develop, revise, and publish the student and staff handbooks.
 - h. Coordinate emergency and safety plans at the middle school to ensure proper protocol are developed, reviewed, and administered.
 - i. Administer student services.
5. Supervise middle school student lunch accounts in cooperation with building and district personnel.
6. Participate and attend required meetings in the building, district, community, and educational organizations to carry out administrative responsibilities.
7. Perform such other tasks and assume such other responsibilities as may be assigned by the building principal or superintendent.

Middle School Activities Director responsibilities shall be assigned by the Superintendent. Duties include but are not limited to:

1. Be responsible for:
 - a. Setting athletic schedules
 - b. Hiring game officials
 - c. Designating personnel for game management and supervision
 - d. Scheduling transportation
 - e. Providing adequate uniforms and equipment
 - f. Assist in the selection and supervision of middle school coaches.

Policy Adopted: 11/7/11

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA