



Position Description

SCHOOL DISTRICT OF MONROE

JOB TITLE:	Assistant Principal
CLASSIFICATION:	Administration
JOB OBJECTIVE:	Provide support to the Building Principal in the implementation and enforcement of School Board policies and District rules and procedures. Serve in the role of Building Principal during times of his/her absence.
REPORTS TO:	Building Principal
QUALIFICATIONS:	Current Wisconsin Department of Public Instruction Principal License. Master's degree in Educational Leadership or related field. Three or more year's classroom teaching experience. Technology and social media skills appropriate to a managerial position.

PRIMARY DUTIES:

- Supervise assigned staff for the purpose of monitoring performance, providing professional growth and achieving overall building objectives
- Assist in the development and administration of policies dealing with student discipline, conduct, and attendance
- Manage a variety of school administrative functions such as support staff supervision, school schedules, curriculum following, student achievement results, school safety efforts, etc.
- Facilitate communications among staff, students, and parents in evaluating issues, solving problems and resolving conflicts
- Assist as directed in annual budget preparation and monitoring
- Represent the school and District in community forums and activities
- Analyze programs and student achievement results for curriculum development and staff training needs
- Provide general supervision at school events, as directed
- Assist as directed to plan and coordinate staff development programming
- Address all staff performance issues and performance evaluations in a professional manner consistent with District policy and practice
- Participate in the employment process for all staff openings assigned to the building

- Establish and utilize productive relationships with parents/guardians/students, staff, and community
- Assist as directed to coordinate building pupil services, nutrition services, technology, and maintenance/security needs with each aligned District Director
- Serve as a positive adult role model during interactions with students

ADDITIONAL DUTIES:

- Additional duties as deemed appropriate at the sole discretion of district leadership
- Maintain a current education knowledge base through educator networks, educational workshops and professional publications

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020