

## **Santa Fe Trail Junior High School Assistant Principal Job Description**

### **QUALIFICATIONS:**

The successful applicant will have a current Kansas certification appropriate for the administration of Santa Fe Trail Junior High - Carbondale Attendance Center, located in Carbondale, Kansas. The successful applicant will meet any other requirements set forth by state and/or local policies.

### **RESPONSIBLE TO**

School Principal

### **JOB GOAL**

The assistant principal shall provide assistance to the building principal, share in the administrative duties as directed in planning, organizing, directing, evaluating, and coordinating all facets of the school programming.

### **PERFORMANCE RESPONSIBILITIES:**

**To fulfill the duties as the assistant principal of Santa Fe Trail Junior High School, the successful person will:**

1. assist in providing leadership in personnel management functions, including staff evaluations and informal classroom walk-throughs.
2. share in the planning, coordination, and supervision of all school activities.
3. be actively involved with student services through the guidance department and the special education department.
4. coordinate our student improvement team and assist in the implementation of intervention services.
5. support the staff development programs for all staff.
6. provide instructional leadership for teachers of students in grades four through eight.
7. serve as directed on building-level and district-wide committees.
8. be involved in the school improvement process and plans of the building and district.
9. manage the student discipline collaboratively with the staff in an on-going review of student discipline procedures and data collection.
10. supervise all functions of the building attendance officer.
11. share in the general supervision responsibilities of school.
12. assist the school principal in the following functions: school site council activities, enrollment and orientation activities, PTO, Charger Spirit Club, parent education, school volunteer activities, and other functions assigned.
13. complete tasks as assigned by the school principal or the central administrators.
14. assist in the positive presence of our school on social media.
15. coordinate transportation requests.

16. collaborate with all building-level teams to celebrate learning and problem-solve areas deemed necessary.
17. supervise breakfast and lunch staff.
18. assist in building-wide needs associated with our student information system.

**EVALUATION**

The performance of this job will be evaluated by the school principal in accordance with the provisions of the U.S.D. 434 Board of Education policies and the state law on "Evaluation of Professional Personnel."

**TERMS OF EMPLOYMENT**

The assistant principal shall complete a twelve-month contract with applicable vacation times as provided in the board of education policy. All school vacations will be observed as well as designated holidays established by the Board of Education. Salary and benefits shall be set according to qualifications and experience.