

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Assistant Principal
Reports To:	Principal
Position Status :	Administrative Contract (Section 3319.02 – ORC)
FLSA Status:	Exempt
General Description:	Administer an effective, efficient school program which provides the optimal educational program for all students.
Qualifications:	<ol style="list-style-type: none"> 1. Valid Ohio Principal's license. 2. Master's degree or higher from an accredited college or university. 3. Successful experience as a teacher, supervisor, and/or administrator. 4. Knowledge of Ohio School Law. 5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 6. Good health, high moral character, and good attendance record. 7. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom, office, and appropriate areas of school and District property and facilities. 2. Exemplary communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with students, parents, teachers, administrators, and the community. 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Provide direction and instructional leadership to the school. 2. * Administer the educational program in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 3. Promote the District's philosophy and goals in the development, implementation, and continuous improvement of the instructional program for the school. 4. Engage parents and community members in the educational process and in the support of student learning, achievement, and overall wellbeing. 5. Develop and maintain positive school-community relationships and timely communications. 6. * Allocate resources and manage school operations to provide a safe and productive learning environment. 7. Respect the diversity of culture, language skills, and experiences of students, parents, and staff. 8. Cultivate student involvement, responsibility, leadership, and personal wellbeing. 9. Administer District policies and administrative guidelines for student attendance and conduct. 10. Coordinate and implement student intervention strategies and programs. 11. * Act in the place of the principal, when necessary, in due process and student disciplinary matters. 12. Update and coordinate publication and distribution of the student handbook. 	

13. Plan and coordinate transition initiatives for students.
14. Assist in the recruitment, selection, retention, and development of support and instructional personnel for the school.
15. * Supervise the assignment, supervision, and evaluation of instructional and support personnel as assigned.
16. * Maintain organization, control of student behavior and discipline, and a positive learning environment.
17. Promote appropriate professional development programs and orientation/training for building staff.
18. Work in conjunction with the pupil services program to implement instructional and support services for students in accordance with individualized education plans (IEPs) and/or other District-authorized accommodation plans.
19. Assist with the administration of the program of health, safety, and guidance services for students.
20. * Maintain records as required by law, District policy, and administrative guidelines.
21. Supervise the system of student records, progress reporting, and management information and reporting.
22. Maintain complete and accurate accounting and reporting of necessary staff information.
23. Assist in the supervision of the extracurricular program and provide for adequate supervision at all school events.
24. Assist with all promotions, recognitions/awards, graduation, and related activities.
25. Assist with the coordination and supervision of all programs and activities, including instructional programs and extracurricular/co-curricular activities.
26. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
27. Provide input in budget preparation and oversee implementation.
28. Requisition all material, supplies, and equipment as needed to carry out program.
29. Assist with the operations of a comprehensive program of food service, building maintenance, custodial service, and care to the school and District facilities.
30. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
31. Respond to specific requests from the Principal/Superintendent on matters affecting the program and operation of the District.

Other Professional Expectations:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues and District-related matters.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Frequent travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.