

<b>JOB DESCRIPTION</b>	<b>2021 Cortland Enlarged City School District Assistant Principal</b>
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**TITLE:** Assistant Principal

**QUALIFICATIONS:**

1. NYS Administrative Certification required
2. Experience as a department head or secondary building principal
3. Such alternatives to the above qualification as the Board may find appropriate and acceptable

**REPORTS TO:**

Superintendent

**SUPERVISES:**

High school level faculty and staff, as assigned.

**JOB GOAL:**

To serve as a school leader who assists the Principal, Superintendent, and administrative team with the operations and instructional leadership to ensure high levels of learning for all students.

**PERFORMANCE RESPONSIBILITIES:**

**Organization and Management.** The Assistant Principal will be responsible for assigned grade levels, will assist the Principal to help lead, organize, and manage the overall operations of the High School, and will be responsible for the actions of students, staff, visitors, and any other persons learning, working, or visiting the school.

- Organizes the school programs to accomplish school purpose and functions.
- Develops and coordinates uniform procedures for the organization and management of the High School in collaboration with staff.
- Establishes open and clear lines of communications.
- Assists with pupil orientation, placement, grouping, and scheduling of instruction.
- Develops procedures for effective and consistent school wide discipline, maintains high standards of student conduct, and enforces discipline as necessary, according to due process rights of students.
- Plans, organizes, and directs implementation of school activities.
- Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
- Prepares and submits budgetary requests to the Superintendent, and monitors expenditures of funds.
- Prepares reports, records, lists, and other paperwork required or appropriate to the school's administration and leadership.
- Serves as an ex officio member of committees and councils appropriate to assigned grade levels.

**Educational Leadership.** The Assistant Principal will collaborate with staff and administration to ensure a Guaranteed and Viable Curriculum; engaging, high quality instruction; and maintain a positive, learning focused environment in order to achieve high levels of learning for all students.

- Works collaboratively with a school leadership team to implement best practices for instruction and collaboration.
- Ensures students' individual social and academic learning needs are met through a functioning multi-tiered system of support.
- Monitors student learning and leads through evidence of student learning.
- Ensures students receive reteaching, remediation, and enrichment as determined by data.

- Provides curriculum leadership and collaborates with curriculum leaders for assigned curriculum areas, supervises curriculum leaders and all staff in assigned areas, develops and manages budgets for assigned areas, participates in their staff meetings, and facilitates K-12 coordination with the assigned elementary principals.
- Will establish and maintain an effective learning climate in the school.
- Assists in the development, revision, and evaluation of the curriculum.
- Attends special events held to recognize student achievement, and attends school-sponsored activities, functions, and athletic events.
- Participates in the selection and supervision of school building personnel.
- Supervises newly assigned staff members and assists in their development, as appropriate.
- Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.

**Public Relations and Communications.** The Assistant Principal will develop and maintain productive relationships with the community.

- Maintains active, productive, and professional relationships with students and parents.
- Helps establish and maintain relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; interprets Board policies and administrative directives; and discusses and resolves individual student problems.
- Assumes responsibility for official school correspondence in assigned grade levels and curriculum areas.

**Other Responsibilities.** The Assistant Principal will promote continued professional development and will perform other appropriate activities.

- Assumes responsibility for his or her own professional growth and development through membership and participation in the affairs of professional organizations; attendance at regional, state, and national meetings; and enrollment in advanced courses, workshops, and seminars.
- Keeps the Principal informed of the school's activities and problems.
- Performs other tasks as assigned by the Director of Curriculum and Instruction, Director of Special Education, Director of Instruction, Equity, and Instructional Personnel, or Superintendent.

**TERMS OF EMPLOYMENT:**

Ten months and twenty days per year. Salary and work year to be established by the Board in relation to the agreement with the Cortland Administrators Association.

**EVALUATION:**

Job performance will be evaluated in accordance with provisions of the Board's policy on evaluation of administrative personnel, and contractual obligations.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_

Date: \_\_\_\_\_