



Job Description

Job Title: Assistant Principal III, Middle School
Position Code: 1E14, AE14
Job Classification: Exempt

Supervisor: Principal
Pay Grade: 42
Contract Length: 245 Days

Job Summary

Position is responsible for assisting the school principal in the planning, organization, administration, and management of an assigned middle school with emphasis on improving the school's attendance program.

Essential Duties: As an educational leader in the Newport News Public Schools, an assistant principal is expected to promote the success of all students by serving as a member of the school's leadership team and assisting the school principal and the leadership team in...

1. Facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community and complements the vision and mission of Newport News Public Schools.
2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and professional development of school personnel.
3. Ensuring the effective and efficient management of the organization, operations, and resources to provide for a smart, safe learning environment.
4. Collaborating with families, school personnel, and members of the school community to respond to diverse community interests and needs, and to mobilize community resources.
5. Acting with integrity, fairness, and in an ethical manner.
6. Understanding, responding to, and influencing the political, social, economic, legal, and cultural contexts.
7. Models nondiscriminatory practices in all activities.

Other Duties

1. Stays informed of developments and research pertaining to safe and orderly schools.
2. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree and be eligible for a Virginia Postgraduate Professional License in administration and supervision. Must possess at least three years of successful experience as a teacher with some experience at the middle school level. Must possess a comprehensive knowledge of the current issues, principles, and practices in public middle school education and the ability to apply them to the needs of a school. Must possess knowledge and effective skills in curriculum development, instructional practices, interpretation of test data, and budget development. Must possess the ability to assist with administering and managing the operation of a middle school. Must possess the ability to plan and supervise the work of others. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and the public.

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Principal III will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date