



2100.51: ASSISTANT PRINCIPAL PK-12

Reports to: Building Principal

General Summary: Supports the building principal to provide leadership of the educational program and services in the school. Responsible for implementing district programs, policies, and procedures under the direction of the building principal.

Essential Functions:

I. Instructional Leadership and Vision for Learning

The assistant principal

- A. Supports the continuous school improvement plan and process.**
- B. Provides effective instructional leadership, including monitoring student performance relative to assessments, and ensuring that the written curriculum is the taught, assessed curriculum.**
- C. Supports the effective selection, induction, and continual staff development and improvement of all personnel. D. Supports the development of instructional leadership capacity among teachers and teams.**
- E. Provides for effective evaluation and supervision of personnel.**
- F. Provides visible leadership ensuring a positive educational culture that enhances the academic, social, physical, and emotional development of all students.**
- G. Supports the communication of the school vision in order to establish high expectations for student and staff performance.**
- H. Assists staff to analyze varied sources of information and multiple sources of data to make educational improvement decisions.**

II. School Management The assistant principal:

- A. Budgets time to achieve balance between administrative and supervisory duties.**
- B. Identifies needed changes and improvement in school plant and effectively capitalizes on District resources, procedures and personnel.**
- C. Supports sound fiscal management of building resources and programs.**
- D. Utilizes effective practices and teaches clear guidelines for appropriate student behavior to provide a safe school environment.**
- E. Demonstrates effective skills in conflict resolution, problem analysis, decision-making, and judgment.**
- F. Demonstrates effective written, oral and nonverbal communication and facilitation skills.**
- G. Supports the planning, implementation, and evaluation of programming related to student activities, clubs, and athletics.**

III. Interpersonal Relationships The assistant principal:

- A. Demonstrates positive interpersonal relations with students, staff, families and community.**
- B. Promotes, assesses, and nurtures a positive interpersonal climate in the school building.**
- C. Creates strategic partnerships with community leaders in order to carry out the school/District mission.**

IV. Professional Responsibilities The assistant principal:

- A. Implements and communicates District programs, policies, and procedures.**
- B. Engages in personalized learning and school/District professional growth activities.**
- C. Holds high expectations for self and others as evidenced by modeling positive work habits and behaviors.**
- D. Assumes responsibilities outside the school as related to school matters.**
- E. Models and expects staff to exhibit transparent and ethical behavior.**

Qualifications:

- 1. Education Level: Preferred: Doctoral degree from an approved institution with a major in educational administration or the accepted equivalent. Required: Master's degree from an approved institution with a major in educational administration or the accepted equivalent.**
- 2. Certification or Licensure: Appropriate Nebraska Administrative Certificate.**
- 3. Experience desired: Preferred: Three years of successful experience in administration as building principal. Required: Two years of successful experience in a leadership role, and four years of teaching experience.**
- 4. Other requirements: Experience, maturity and leadership abilities in appropriate facets of school administration - sensitivity to the needs and objectives of the student, school and district; the ability to supervise, evaluate, and manage the work of others; leadership skills in the area of curriculum development, management and evaluation.**

Special Requirements:

		Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1.	Standing		x	
2.	Walking		x	
3.	Sitting		x	
4.	Lifting 25 lb max.	x		
5.	Carrying 100 feet	x		
6.	Pushing / Pulling	x		
7.	Climbing / Balancing	x		
8.	Stooping / Kneeling / Crouching / Crawling	x		
9.	Reaching / Handling	x		
10.	Speaking / Hearing			x
11.	Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Date of Adoption

November 3, 1980

Date of Revision

November 17, 1997

September 21, 1998

January 21, 2008

September 15, 2008

October 3, 2016

Reaffirmed

November 1, 2004