

### **Assistant Principal**

The Assistant Principal will report to the Executive Director. The AP must be committed to the goals and mission of the school and work in a collaborative manner to achieve our goals.

Professional experience and a relevant advanced degree is preferred. Salary range is \$50,000 - \$60,000.

**TITLE:** Assistant Principal – Wilmington School of the Arts

### **QUALIFICATIONS:**

1. Master's degree or higher.
2. Valid NC license in Administration/Supervision, or working toward licensure in Administration.
3. A minimum of five years of successful teaching experience.
4. Such alternatives to the above qualifications as the Executive Director may find appropriate and acceptable.

### **REPORTS TO: Executive Director**

### **JOB GOALS:**

1. To assist the Executive Director in ensuring continuous improvement in measurable student performance and achievement, satisfaction, performance management and compliance;
2. To assist the Executive Director in the overall administration and operation of the school;
3. To assume full responsibility of the school when the Executive Director is absent from the building.

### **ESSENTIAL FUNCTIONS:**

1. Assists in providing leadership that will ensure continuous improvement in measurable student performance and achievement, customer satisfaction, performance management and compliance.
2. Implements WSA Board policy, State statutes, and Federal regulations in the areas of Human Resources, Business/Property and Educational Services as they pertain to the assigned school.
3. Helps to develop a master schedule and assists in the assigning of teachers according to student needs and certification.
4. Implements WSA guidelines for proper student conduct and disciplinary procedures and policies, based on the Student Code of Conduct, that assure a safe and orderly environment.

5. Participates in school wide management meetings and other activities appropriate for continued professional development.
6. Assists in providing educational leadership in developing, implementing and evaluating the School Improvement Plan.
7. Assists in providing leadership in identifying and assessing strategies designed to accomplish goals of the Board of Directors and Executive Director's initiatives.
8. Facilitates positive communications among students, parents, teachers and support staff in daily interactions.
9. Provides supervision while maintaining visibility about the campus and classroom.
10. Utilizes data and current educational best practices in the planning and preparation of the school instructional program.
11. Observes and evaluates teacher performance as it relates to student learning and provides coaching, feedback and such assistance as needed.
12. Establishes, supervises, and evaluates the performance of support staff as assigned by the Executive Director.
13. Assists in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
14. Assists in identifying and providing training opportunities for all school personnel.
15. Demonstrates interpersonal skills and the skill to work with diverse groups of people.
16. Assists in establishing a school-based crisis plan and in providing leadership in the event of such happening.
17. Develops positive school and community relations which include effective oral and written communications to all stakeholder groups.
18. Assists in recruiting, interviewing and recommending qualified personnel for employment that reflect racial and ethnic diversity.
19. Assists in orienting new personnel to the school site.
20. Implements and administers negotiated employee contracts at the school site.
21. Assists in conducting staff meetings that involve the discussion of instructional programs that focus on student achievement, policy changes, system issues, and problem identification and resolution.
22. Assists in establishing and managing student accounting and attendance procedures at the assigned school.
23. Participates in the function of financial planning for the school which may include assisting in the preparation of the school's budget.
24. Participates in the disbursement of funds to assure that the school will realize the maximum value educationally and financially in security textbooks, supplies, materials, equipment and services.
25. Assists the Director of Operations in coordinating maintenance functions, providing for safety and facility inspections

26. Assists the Director of Operations in monitoring property inventory records and assures the security of school property.
27. Assists the Director of Operations in coordinating the school food service program at the assigned school, including the free and reduced food service program requirements if applicable.
28. Assists in managing and supervising school sponsored events, coordinating the supervision of events, and maintaining a calendar of all school events.
29. Communicates through the proper channels to keep appropriate personnel informed of impending programs or events of unusual nature.
30. Assumes full responsibility of the school when the Executive Director is absent from the building.
31. Oversee administration of the Exceptional Children Department in conjunction with the Lead EC Teacher/Director.

**OTHER RESPONSIBILITIES:**

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**TERMS OF EMPLOYMENT: (12 Months)**

Salary range of \$50,000 to \$60,000 as established by the Executive Director.

**ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the Board and Executive Director's policy on assessment of administrative personnel pursuant to the NCDPI Administrative Evaluation Model.