CY Middle School is committed to high academic achievement and the exploration of the six career collections from which all career occupations stem. Career collections include human services, health services, natural resources, industrial/engineering technology, arts/communications, and business management. The new program will integrate exploration of career collections within academic classes to enhance relevance and student learning. Learning that is highly engaging and academically challenging for all students will be supported through a high access digital environment.

This assistant principal position is being added to the administrative team to provide support with program implementation. In addition, the successful candidate will share administrative responsibilities with the building team.

**SCOPE OF RESPONSIBILITIES**

Under administrative direction, to assist and support the educational and administrative leadership of a Middle School/Junior High School; to assume responsibilities in the absence of the Principal; and to provide highly responsible and complex administrative support to the Principal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Important and essential duties may include, but are not limited to, the following:*

- Assist in the management of the Middle School/Junior High School including business operational activities such as personnel, budgeting, and facilities management, and for Middle School/Junior High School instructional, curriculum, student services, and administrative programs, services and activities; assume responsibilities in the absence of the Principal

- Participate in the development and implementation of goals, objectives, policies, and priorities for each assigned service area of the Middle School/Junior High School in accordance with the law and policies of the Board of Education
ESSENTIAL DUTIES AND RESPONSIBILITIES cont.

- Work collaboratively with District departments, schools, elected officials, outside agencies and the community; explain and interpret programs, policies, and activities to students, parents and faculty; negotiate and resolve sensitive, significant, and controversial issues

- Train, motivate, and evaluate Middle School/Junior High School personnel including certified and classified personnel; provide or coordinate staff training and orientation; work with employees to correct deficiencies; meet with staff to identify and resolve problems

- Work collaboratively with the middle school’s CORE and extended leadership team to embed Natrona County School District’s (NCSD) Compact of shared governance, decision-making, responsibility, and ownership

- Collaborate with the building leadership team to select and motivate personnel; provide and coordinate staff training and orientation; identify opportunities for staff training and development; research and coordinate staff training in innovative educational techniques and new programs; facilitate the transition of the school community to a learning organization

- Evaluate personnel; work with employees to correct deficiencies; implement discipline and termination procedures in accordance with District procedures.

**Work collaboratively with the building leadership team to:**

- Provide leadership and support for District and school goals and priorities

- Develop, implement, and evaluate the school’s continuous improvement plans

- Participate in the development, implementation, tracking and monitoring of the middle school budget; forecast additional funds needed for staffing, equipment, facilities, materials, and supplies

- Promote safety procedures and practices, including supervision of bus loading and unloading, supervision of all extracurricular and intramural activities, anticipate, and proactively recognizing and solving school concerns and problems

- Establish and implement procedures to be used in the event of school crises and provide leadership in the event of such incidents

- Use current middle-level research, performance data and feedback from all school staff members, parents, and students to make decisions on program changes and/or modifications
- Use data effectively in school-wide decision making
- Promote staff development activities based upon needs of all staff and school community
- Maintain inventory and records in regard to materials, equipment, and student and staff information
- Support and attend school and community functions
- Support the orientation/mentoring programs of beginning teachers and new staff members
- Cooperate and coordinate with all district and school administrators in the course of work.
- Coordinate middle school activities with those of other departments, schools, and outside agencies and organizations.
- Review pertinent legislation and ensure compliance with rules, regulations, and laws; implement State Department of Education recommendations; ensure timely and accurate reporting of data to Federal and State authorities.
- Establish and enforce student behavioral performance standards; meeting with middle school students, parents, and staff to resolve behavior and/or performance issues; promote a climate conducive to personal growth and a productive learning environment.
- Oversee a variety of middle school student service programs and activities including counseling and student advocacy, attendance/discipline, student registration, orientations, and student activities.
- Participate on a variety of committees and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in a variety of subject matters and in the field of public school administration.
- Deal with ambiguity; balance school vision current reality, including dealing effectively within resource constraints; and striving for work-life balance.
- Maintain and model high standards of professional conduct and set high standards for self and others.
- Perform other duties as assigned.
MINIMUM QUALIFICATIONS

Knowledge of:

- Middle level research and practices which meet the emotional, physical, creative, social, and educational needs of students
- Operational characteristics, services, and activities of public middle schools including the organization and management practices as applied to the analysis and evaluation of middle school programs, policies, and operational needs.
- Technology integration to meet performance standards

Ability to:

- Demonstrated ability in effective interpersonal and intrapersonal communication skills
- Demonstrated ability to communicate clearly and concisely, both orally and in writing
- Demonstrated ability to develop and maintain positive school-community and media relations
- Demonstrated ability to identify and respond to community, School Board, and Superintendent’s issues, concerns and needs
- Demonstrated ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Demonstrated collaboration in planning, organizing, directing, and coordinating the work of management, supervisory, professional, technical, and clerical personnel; delegation of authority and responsibility
- Demonstrated ability to establish, maintain, and foster collaborative, positive, and harmonious working relationships, including a sense of humor, with those contacted in the course of work

PREFERRED QUALIFICATIONS

- Successful middle school leadership experience
PREFERRED QUALIFICATIONS cont.

- Knowledge of and successful leadership experience in supporting multi-disciplinary teaming and integrated curriculum programs and practices
- Successful experience with facility construction and design
- Demonstrated ability to collaborate in the planning and execution of the school technology plan, including the integration of technology to meet performance standards
- Demonstrated history of working collaboratively with employee associations toward a shared goal
- Demonstrated advocacy for middle level education and/or middle school programs

SUPERVISORY RESPONSIBILITIES

This position directly supervises 64–80 employees. There are three to five subordinate supervisors reporting to this position including custodial, office, and cafeteria. The numbers of employees who report to the subordinate supervisors are 84–100.

EDUCATION and/or EXPERIENCE

Education:

- Master’s Degree from an accredited college or university and eligible for Wyoming administrative endorsement

Experience:

- Four years of successful teaching experience

LANGUAGE SKILLS

Ability to read, analyze and interpret the most complex documents. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors.
MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

REASONING ABILITY

Demonstrated ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

PHYSICAL DEMANDS

**Under 1/3 of the time:**
- Sit
- Climb or balance
- Stoop, crouch
- Crawl – distance 2-5 feet
- Kneel – duration at one time: 5 minutes - 30 minutes
- Taste or smell

**1/3 to 2/3 of the time:**
- Stand, walk
- Twist – body part – above waist
- Rotate – body part – above waist

**Over 2/3 of the time:**
- Use hands to finger, handle or feel
- Reach with hands and arms
- Talk or hear
- Push or pull less than 50 pounds

WEIGHT REQUIREMENTS

**Under 1/3 of the time:**

Lift up to 25 – 50 pounds
WEIGHT REQUIREMENTS continued

Over 2/3 of the time:

Lift up to 10 pounds

VISION REQUIREMENTS

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three dimensional vision, ability to judge distances and spatial)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

HEARING DEMANDS

Noise Levels:

Moderate noise levels will be present (example: business office computers, printers, light traffic)

Hearing Demands:

- Ability to discriminate verbal commands and environmental safety sounds.
- Ability to be employed where moderate degrees of hearing loss are unimportant (e.g. able to converse, talk, and make notes in meetings, hears warning bells/sounds, tone of running motors, answer phone over high noise levels, etc.)

WORK ENVIRONMENT

Under 1/3 of the time:

Exposure to the following may occur:

- Wet or humid conditions (non-weather)
- Work near moving mechanical parts
- Work in high precarious places

Assistant Principal-Middle School/Junior High School
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Exposure to the following may occur (continued):

- Fumes or airborne particles
- Toxic or caustic chemicals
- Outdoor weather conditions
- Extreme cold (non-weather)
- Extreme heat (non-weather)
- Risk of electrical shock
- Work with explosives
- Risk of radiation
- Vibration

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): ___________________________ Date: ________

Employee Signature: ____________________________________________