

JOB DESCRIPTION
ASSISTANT SCHOOL PRINCIPAL
NOME PUBLIC SCHOOLS

QUALIFICATIONS:

1. Must possess or be eligible to receive Type B State of Alaska Administrator's certificate by beginning of the school year.
2. At least five years successful teaching experience in K-12 education required.
3. Two years successful experience as school administrative experience preferred. Prior school district employment in rural Alaska is highly desirable.
4. Experience in all aspects of directing extracurricular activity programs preferred.
5. Strong skills in culturally relevant education and a demonstrated ability to work with teachers, staff, and the community to maximize student achievement.
6. Understanding of research-based student achievement with thorough knowledge of data analysis to inform instruction through effective implementation of adopted curriculum.
7. Ability to implement policy based progressive discipline with students and staff with consistent and equitable conflict resolution skills.
8. Effective communication skills to support staff evaluation, district strategic planning, and professional development activities.

REPORTS TO: Principal

COMPENSATION: 215 day contract; placement on Administrative Salary Scale – Type B certificate (Assistant Principal Position).

SUPERVISES: Certified and/or classified staff as assigned by the Principal.

JOB GOALS: Promotes and contributes to the success of the district strategic plan as a member of the building instructional leadership team. Assists the Principal with supervision and evaluation of instructional programs and extracurricular activities programs. Maintains a safe and culturally responsive school environment that fosters the individual academic, social and physical development and growth of all students. Assists the Principal in the supervision of instructional staff performance using strengths-based methods to maximize each instructional staff member's full potential in the classroom. Creates and maintains a welcoming school campus and environment conducive to learning and family involvement.

PERFORMANCE RESPONSIBILITIES

Instructional Leadership

- Serve as co-instructional leader of the school and support building-wide curriculum planning, implementation and evaluation, with an emphasis on culturally affirming instruction.
- Demonstrate continued commitment to Nome Public Schools strategic plan goals and the Strategic Equity Framework
- Provide training on research-based practices and resources for the instructional staff.
- Collaborate with staff to oversee all aspects of school's extracurricular activities.
- Implement progressive student discipline practices that support effective classroom instruction and a safe school environment.
- Implement activities related to district and school initiatives, improvement plans, etc.

School Campus Management

- Provide effective and informed building leadership that allows for total operational management of the school in accordance with student & staff handbooks, state law, policies of the board, and directives of the superintendent.
- Maintain effective hands-on supervisory coverage that ensures all daily safety, conduct, and health mandates are met using practices that follow policy consistently and fairly.
- Assist Principal with ordering of needed supplies and instructional materials.
- Coordinate with maintenance and operations staff to ensure consistent and quality services from custodial, maintenance, and food service employees.
- Monitor and ensure compliance with state and city fire, safety and sanitation regulations.
- Oversee safety concerns such as fire drills, evacuation plans, crisis plans, facility maintenance, etc.
- Serve as admin on-call as assigned during school events such as sporting events, concerts, plays, etc. to provide appropriate supervision and support.

Effective Personnel Management

- Adhere to all elements of the Negotiated Agreements for classified and certified employees.
- Comply with the Nome Public Schools classified and certified staff evaluation frameworks.
- Develop strong, positive, supportive relationships with all building staff.
- Use proactive responsive methods to provide administrative support to all staff and ensure that equitable and timely problem resolution measures are used.
- Participate in hiring of personnel as requested by Building Principal.
- Participate in the development, management, and implementation of the approved extracurricular budget and report all activities fiscal issues to the Business Manager as appropriate.

Community

- Demonstrate strong culturally responsive education skills to support school instruction and activities related to those content areas.
- Serve as building liaison to the PTA to foster school/community understanding.
- Incorporate the Community of Nome's comprehensive culture and context into campus displays, events, and instructional programs as appropriate.
- Collaborate with the district building and operations personnel to ensure the responsible use of school facilities and resources during all approved community activities.

Communication

- Design and implement regular building level efforts to increase positive communication between school and families.
- Oversee and update school website.

Additional Expectations

- Demonstrate professional team skills that contribute to a continuous improvement environment that builds staff morale.
- Effectively demonstrates and complies with Alaska Administrator Performance Standards.
- Perform such other duties and assume other responsibilities as may be assigned by the building principal or superintendent or his/her designee.

Terms of Employment

215-day base contract with salary and other conditions of employment to be established by the Superintendent and School Board.

THE NOME SCHOOL DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

Contact:

Human Resources
Nome Public Schools
PO Box 131
Nome, AK 99762
(907) 443-2231
hr@nomeschools.org

(JD-Assistant Principal 01/26)