

Browning Public Schools
JOB DESCRIPTION
Effective: September 8, 2014

K-3 Assistant Principal

Summary of Functions

Assists the principal in providing school-wide leadership and learns the role of the principal.

Essential Duties and Responsibilities

- 1) Management – Assists the principal in the overall administration of the school. Serves as principal in the absence of the regular principal.
- 2) Schedules – Proposes schedules of classes and extra-curricular activities. Supervises the preparation of student schedules.
- 3) Supervision – Supervises teachers and departments as assigned by the principal.
- 4) Budget – Works with department heads and faculty in compiling the annual budget requests.
- 5) Procurement – Requisitions supplies, textbooks and equipment. Conducts inventories and maintains records and checks on receipts for such material.
- 6) Safety – Assists with safety inspections and safety drill practice activities.
- 7) Student Attendance – Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
- 8) Student Conduct – Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
- 9) Student Insurance – Administers the student insurance program.
- 10) Support Services – Coordinates transportation, custodial, cafeteria, and other support services.
- 11) Reports – Prepares, or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration.
- 12) Cooperation – Serves with parents, faculty and student groups as requested in advancing educational and related activities and objectives.
- 13) Other – Performs such other functions as may be necessary to the work of the district.

Organizational Relationships

Supervised by and reports to the Principal. Supervises teachers and staff as assigned.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Master's Degree in school administration or related area.
- Valid State of Montana Principal Certificate.
- Three (3) years of successful teaching experience.
- Proven participatory management, problem solving and organization skills.
- Knowledge of school law, finance, personnel management, procurement and property/facilities management.
- Knowledge of program planning and budgeting.
- Experience with curriculum development and a variety of effective instructional strategies.
- Knowledge of best instructional practice in helping all students achieve high standards.
- Proven ability to develop a positive rapport with all students.
- Ability to relate positively to school and community constituencies including under-served and/or diverse groups.
- Ability to supervise instructional and support staff.
- Ability to motivate staff to maintain the highest standards of performance for themselves and students.
- Demonstrated ability to establish and manage budgets.
- Good work habits.

Desirable Qualifications – Prior experience in school administration/management. Experience in working in Native American communities. Grant writing and technology skills desired.

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.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.