



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Assistant Principal- Middle School

**Prepared Date:** 01/13/2022

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### **JOB GOAL:**

To relieve the Principal of such impediments as prevents him/her from fulfilling chief responsibilities of promoting the educational well-being of each student in the school, and to demonstrate the capacity to perform the responsibilities of an assistant principal.

### **TERMS OF EMPLOYMENT:**

Ten and one-half (10.5) month (210 days) contract, Pay 802 Grade 21, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

**FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Master's degree or higher with eligibility for Arkansas certification as a Building Level Administrator that includes grades 6-9.
2. At least three (3) years successful experience as a teacher and/or administrator in an urban school district.
3. Must have passed the Framework for Teaching Proficiency Assessment.
4. Knowledge of the District's desegregation plan.
5. Evidence of a strong commitment to quality desegregated education.
6. Knowledge of high school curriculum; of current educational theory and practice; of cultural, socioeconomic, ethnic, and gender differences.
7. The ability to apply this knowledge when working with faculty, students, parents, administrators, community members, and support staff to design school programs and curriculum.
8. Commitment to staff development demonstrated by a willingness to initiate, participate in, monitor, and maintain in-service activities.
9. Demonstrates the conviction that all children can and will learn in the Little Rock School District.
10. Evidence of successful experience with parent and staff involvement in decision making.
11. Evidence of successful experience in dealing with students' problems.
12. Strong interpersonal skills.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**



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*The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.*

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Student Achievement Leadership:**

Participates in development and evaluation of educational programs.

Encourages and supports development of innovative instructional programs, helping teachers pilot such efforts when appropriate.

Promote the use of technology in teaching/learning processes.

#### **Organizational Leadership:**

Participants in development of campus improvement plans with staff, parents, and community members.

Help principal develop, maintain, and use information systems and records to track progress on campus performance objectives and academic excellence indicators.

Assists in supervision and coordination of online and blended learning methods.

Communicates effectively both orally and in writing.

#### **Instructional Leadership:**

Analyzes, utilizes, and communicates school and student data to implement programs, technology, and curriculum that improves teaching and learning.

Provides assistance in the development of the assigned grades leaning environment that improves teaching and learning.

Assists in curriculum development activities providing opportunities and encouragement for increased staff expertise.

#### **Management:**

Assists in effective recruitment, develops, supervises, and evaluates staff.

Supervises reporting and monitoring of student attendance and work with staff on follow-up investigations.

Supervises overall operations in the principal's absence when directed.

Ensures students are adequately supervised and school rules are uniformly observed and that student discipline is appropriate and equitable.

#### **Community Partners:**



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Articulates the school's mission to community and solicits support in realizing mission.

Demonstrates awareness of school-community needs and initiates activities

### **Ethical Leadership:**

Demonstrates appreciation for and sensitivity to the diversity among individuals and specific populations. Respects confidentiality.

### **Environmental Context Leadership:**

Creates a feeling of trust and openness with students, families, and staff promoting the welfare of all members of the learning community.

Knows and applies policies, procedures, laws, and regulation enacted by district, state, and federal authorities.

*Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.