

**Roswell Independent School District
Job Description**

Position: ASSISTANT PRINCIPAL/ADMINISTRATOR FOR MIDDLE SCHOOLS

Supervisor: PRINCIPAL

General Job Description:

The Assistant Principal shall be accountable for accomplishing specific assignments as defined by the Principal

Major Responsibilities and Duties:

1. Directs the disciplinary policies as established by Board of Education policies under supervision of the Principal.
2. Directs attendance procedure and attendance record keeping activities.
3. Coordinates record keeping required by the Superintendent and his staff.
4. Makes required reports.
5. Coordinates activities relating to instructional materials.
6. Assists with extra-curricular activities.
7. Counsels individual students and making referrals for specialized help for students with unique problems.
8. Coordinates with juvenile probation officer, and community law enforcement officers on matters relating to sever delinquency problems.
9. Assists with supervising and evaluating personnel.
10. Use supervision, staff development and performance evaluation to improve the instructional process of the school.
11. Assists in planning curriculum.
12. Supervise custodians.
13. Helps assume responsibilities of the principal in his/her absence.
14. Conducts staff development programs.
15. Develops a positive learning environment.
16. Assist with the standardized testing program in cooperation with the principal.
17. Conducts inventories and surveys as required.
18. Assists in maintaining a safe, clean and well-equipped physical plant.
19. Assists teachers in interpreting rules, policies and programs.
20. Attempt to deescalate students/parents/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
21. Treats people with dignity and respect while adhering to all stipulations in Board Policy 3110 Code of Ethics of the Roswell Independent School District and 3111 Code of Conduct of the Roswell Independent School District.25.
22. Carries out all other duties as required by the Principal

Qualifications:

1. Master's degree.
2. Current New Mexico Administrative license as required by the State of New Mexico.
3. Five years' experience in public school administration and supervision and/or teaching.
4. Valid Drivers' license and Car Insurance.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology

ASSISTANT PRINCIPAL/ADMINISTRATOR FOR MIDDLE SCHOOLS (CONT'D)

Work Environment:

Must be able to work within various degrees of noise and temperature. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hours work is required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date