

Delton Kellogg Schools
Delton, Michigan

MIDDLE SCHOOL ASSISTANT PRINCIPAL

POSITION TITLE:	Assistant Principal
DEPARTMENT:	Middle School
REPORTS TO:	Principal
PREPARED BY:	Superintendent's Office

Date: June 10, 2022

SUMMARY:

Responsible for providing assistance to the Delton Kellogg Schools administrative and supervisory team in the administration of the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as administrative head of the school in the absence of the principal.
- Assists as needed at the Elementary School.
- Assists with student accounting, attendance and software as necessary.
- Assists with a program of student discipline in accordance with district policies and procedures, and the student handbook, and interacts with students to encourage positive performance.
- Assists with staff evaluation.
- Manages building staff, including class schedules and building problems.
- Supervises staff attendance.
- Responsible for supervising the Child Study Teams.
- Assists scheduling special events during the school day.
- Assists with coordinating the development of the master teaching schedule.
- Provides general supervision of students.
- Supervises co- curricular activities.
- Maintains relationship with parents and community.
- Maintains current educational/administrative certificates.
- Assists with special education compliance obligations, including 504 plans.
- Responds to crisis situations when appropriate in any of the school buildings.
- Supervises the SEL/Whole Child initiative
- Coordinates and oversees partnerships with mental health services such as Blue Envelope
- Other duties as assigned by the Superintendent or his/her designee, and Principal.

SUPERVISORY RESPONSIBILITIES:

Supervises employees in the Middle School when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, assisting with building budget, rewarding and disciplining employees; addressing complaints and resolving problems. Supervise Middle School Athletic Program in cooperation with the Delton Kellogg Schools Athletic Director.

QUALIFICATION REQUIREMENTS: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

Masters Degree in Education or Educational Leadership and valid administrative certification.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Teaching Certificate. Emphasis on specific course work related to Middle School or valid administrative certificate.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general counseling periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of parents, teachers and students.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, spoken, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on department and school objectives and the needs and abilities of students to whom assigned. Ability to use appropriate language and accompanying techniques with adolescents on one to one basis as well as in groups. Ability to establish and maintain effective relationships with students, peers, and parents; skill in spoken and written communication. Ability to operate a personal computer and related software.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand, walk, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Reports To:	Middle School Principal
Salary:	Based on Experience
Deadline:	Until filled
Start Date:	August, 2022
Contract Length:	215 days

Interested applicants should send a letter of interest to:
Delton Kellogg Central Administrative Office
Carl Schoessel, Interim Superintendent
327 N. Grove Street
Delton, MI 49046
michelle.green@dkschools.org

The final candidate for this position will be required (at your cost) to furnish Delton Kellogg Schools with a current Michigan State Police and FBI criminal records check prior to our recommendation to hire.

Delton Kellogg School District is an Equal Opportunity Employer and does not discriminate in its educational policies on the basis of religion, race, color, sex, national origin or handicap of any individual.

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