



Public Schools of Petoskey

A Special Place for Everyone

Spitler Administration Building
1130 Howard Street
Petoskey, MI 49770
(T) 231-348-2100
(F) 231-348-2342

JOB DESCRIPTION

Middle School Assistant Principal

QUALIFICATIONS:

1. An advanced degree (Masters or higher) from an accredited institution with an emphasis in educational leadership, school administration, curriculum, or other related fields
2. A valid State of Michigan certificate to practice as a secondary school administrator, or completion of a secondary school administrators' continuing education requirement
3. A valid State of Michigan Teaching Certificate
4. Successful teaching experience (required)
5. Successful administrative experience (preferred)
6. Excellent communication and interpersonal skills with adults and students
7. A leadership-style that results in effective teamwork and collaboration toward building/district/student goals
8. Working knowledge of school law, teacher evaluation practices, professional learning communities, and teacher coaching/mentoring

Alternatives to the above qualifications will only be allowed as deemed appropriate and acceptable by the Board of Education.

REPORTS TO:

Middle School Principal

SUPERVISES:

Under the direction of the Middle School Principal, the Middle School Assistant Principal will supervise all staff assigned to the middle school and be responsible for safety and all operations within the school. This includes support personnel and staff who may also be functioning in other schools within the district.

PRIMARY FUNCTIONS: The Middle School Assistant Principal will assist the Middle School Principal in promoting an environment within the school that enhances the educational, emotional, and physical well-being of every student. She or he will work with students, staff, parents, and community members to promote district/building goals and ensure that Petoskey Middle School sustains a caring, positive, and productive atmosphere in which all students learn.

PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for administering the middle school in the absence of the Middle School Principal.
2. Supervise and administer student attendance procedures in accordance with school, district, and State guidelines, and work with the school's secretaries and guidance counselors to resolve all student attendance matters.
3. Assume the primary responsibility for maintaining good student discipline and behavior at the middle school. This includes being continually present in hallways, walking through classrooms, and supervising outdoor bus exchanges.
4. Serve as a middle school administrative representative to parent, faculty, and student groups/committees (as directed by the Principal), and interpret school programs, Board policies, and administrative regulations as needed.
5. Assist in coordinating and supervising middle school extra-curricular activities.
6. Supervise the cafeteria during daily student lunch periods (6th, 7th, and 8th).
7. Work with the Principal and staff, through the school improvement process, to evaluate and continually enhance the middle school.
8. Assist the Middle School Principal in the preparation of the master class schedule and individual student schedules.
9. Assist the Middle School Principal in the preparation and administration of the building budget and transactions. This includes payroll (hourly staff), community education tuition/fees, deposits/withdrawals/transfers, etc.
10. Assume the responsibility for providing new staff members with an appropriate mentor, monitor all mentoring activities, and attend district mentor meetings.
11. Assume responsibility for substitute teacher assignments, including orientation and evaluation of substitute teachers.
12. Recommend and aid the Middle School Principal during coordination of district/building staff development programs, including the monitoring of professional learning community endeavors.
13. Assist the Middle School Principal in the supervision and evaluation of staff.
14. Attend meetings of the Board of Education, as well as all other meetings related to a district administrative position (e.g., Special Education, IEPs, building/district Teaching and Learning Councils, Communication Committee, Administrative Team, Principals, and TLC Task Forces)
15. Help administer/coordinate middle school extra-curricular programming (including athletics/non-athletics), and act as school administrator at conferences, meets, events, programs, concerts, dances, etc.

16. Administer an on-going, vibrant, and effective Community Education Program, and recruit, hire, train, and assign Community Education staff.
17. Help the Principal maintain and prepare accurate State of Michigan and federal reports.
18. Assume responsibility for all middle school MEAP, MEAP-Access, and MI-Access processes/procedures, ensure adherence to all MDE deadlines/regulations, and read/analyze/report student achievement data, AYP, and the building's State Report Card.
19. Perform other related duties that may be assigned by the Middle School Principal or the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Fifty-two (52) weeks with seven (7) weeks of summer vacation

Plus: Vacation days during Thanksgiving, Winter Break, Midwinter Break, Spring Break, Labor Day, Fourth of July, and Memorial Day

Salary is set by the Board of Education.

EVALUATION:

The Middle School Assistant Principal will be evaluated annually by the Middle School Principal in accordance with Board of Education policy regarding the evaluation of professional staff.

Please send letter of interest, resume, transcripts, certificate(s) and references

via email as one complete PDF file to: careers@petoskeyschools.org

For questions, please contact Lori Lewis @ 231-348-2355 or lewis.la.y@petoskeyschools.org.