

Position Title: Assistant Principal
Bargaining Unit: Exempt
Salary: \$65,588
Earning Days: 41 Weeks

GRPS MISSION: Our mission is to ensure that all students are educated, self-directed and productive members of society.

Position Overview:

The Assistant Principal serves as a school leader and is committed to and responsible for assisting the building principal in fulfilling duties related to the daily supervision of school operational and instructional issues while supporting the Grand Rapids Public School's goal for increased student achievement and rigorous and relevant instruction. The incumbent will implement the school philosophy and beliefs by helping teachers and students become successful, while creating and fostering positive relationships between teachers, students, and parents. Position reports to the Principal.

Job Functions:

- Work with the building principal and Instructional Leadership Team (ILT) to coordinate and implement the district's instructional program ensuring that student achievement is the focus.
- Provide leadership and assist the principal to support teaching and learning for the following structures:
 - Observing and conferring with teachers
 - Learning Walks to ensure that all elements of the rigorous and relevant curriculum and instructional model are implemented in an environment where all students experience success
 - Professional Learning Communities (PLC's) in one or more content areas as assigned.
 - Credit/Unit Recovery.
 - Data Reviews/Governance Board process
 - District Level Professional Development supporting Disciplinary Literacy.
 - Monitoring of Grade Book including the use of Common Assessments, Common Syllabi and appropriate pacing.

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- Monitoring of Failure Rates by content area.
- Processes that provide for incremental, ongoing, improvement in each content area
- Design plans for student support and academic intervention with the building Instructional Leadership Team.
- Assist principal in implementing a character education program and the Restorative Justice process
- Follow the District evaluation processes, time-lines, and procedures
- Assist the principal in providing a safe and orderly school environment in a climate of high expectations for self, staff, students and parents
- Ensure building compliance with the:
 - District's Uniform Discipline Code of Student Conduct.
 - Student uniform and dress code policies
 - District attendance and discipline policies and procedures notification, documentation, reporting,
- Assist the building principal with an efficient process for student scheduling, and monitor the implementation of that process.
- Support the building principal in school adherence to district policies and procedures for all staff and students.
- Support the building's work in establishing and maintaining working relationships with the community and parents
- Actively cultivate positive relationships with students and parents.
- Monitor student failure rates, absenteeism rates, and suspension rates of all individual teachers.
- Interact with co-workers, administration, district internal and external customers in positive, supportive and cooperative ways.
- Ensure compliance of discipline and attendance notification, documentation, and reporting
- Demonstrated regular and predictable attendance.
- Other responsibilities as assigned.

PRIMARY MANAGEMENT FUNCTIONS (Operational):

- Ensure that the procedures and policies of the School District are implemented.
- Prepare discipline and attendance records per District procedures and policies.
- Assist principal to:
 - Coordinate the unique needs of students and human services agencies through inter-agency collaboration.
 - Plan and coordinate extra-curricular activities for students.

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- Assume responsibility for reporting to parents.
- Provide for the supervision of students during non-instructional hours (before school, lunch, after school, bus loading and unloading).
- Maintain an up-to-date inventory of equipment, books and supplies.

Requirements:

- Master's Degree in secondary administration, supervision, or education or Bachelor's Degree with comparable training and experience. Pursuant to 380.1246 and District expectations, the individual in this position must either hold a valid Michigan school administrator's certificate or no later than 6 months after he or she begins employment as a school administrator enroll in a program leading to certification as a school administrator and must complete the program within 3 years. The District may not continue the employment of an individual who fails to enroll in a program within 6 months or fails to complete the program within 3 years.
- Have at least five years successful teaching experience at the secondary level or other equivalent experience.
- Demonstrated advocacy for students and staff.
- Has exhibited leadership skills in effective problem solving, human relations, interpersonal communication skills, and providing a safe and orderly learning environment that is conducive to learning
- Demonstrated ability and desire in managing diversity by creating an environment for all in the school community regardless of differences and similarities, to reach their full potential in accomplishing the objectives of the school and the District
- Demonstrated administrative ability and experience as a change agent including awareness, flexibility, and adaptability
- Demonstrated use of technology to include –mail, internet, Microsoft Office, and ability to learn and utilize District standard software.
- Provides demonstrated evidence of leadership and positive relationships with staff, students and parents.

ADA REQUIREMENTS:

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of

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this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to sit, use hands to finger, handle, or feel, reach with hands and arms, and hear (in a quiet or noisy environment). The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Work is performed indoors although there may be some required outdoor activities.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing in the English language, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

METHOD OF APPLICATION:

Grand Rapids Public Schools manages employment applications online. Applications must be completed online at www.applitrack.com/grps/onlineapp. No hardcopy applications/resumes will be accepted for this position. Computer terminals are available in the GRPS Franklin Campus lobby from 8:00am – 4:00pm, Monday-Friday, for applicant use (Monday – Thursday during the summer).

Non-Discrimination

The Grand Rapids Public Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability or veteran status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [616 819-2022](tel:6168192022) or humanresources@grps.org

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NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

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