

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE 9-15-86  
 LAST REVISION DATE 1-30-88  
 BAND & GRADE D 7-2-18

POSITION TITLE Assistant Principal -

IMMEDIATE SUPERVISOR Principal

Job Summary (Basic Purpose of Position)

See II for job summary on page 16.

SUPERVISOR

EMPLOYEE

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W,M ,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<b>SUPERVISE ATTENDANCE PROCEDURE</b>				<b>KNOWLEDGE OF:</b>	
1.01 Establish attendance procedures.	B 2	1 A		1.01 District and state attendance regulations and laws.	1.01 Evidence exists of established attendance procedures.
1.02 Administer established attendance procedures.	C 4	15 D		1.02 District and state reporting procedures and requirements.	1.02 Appropriate attendance records are maintained and avilable upon request.
1.03 Supervise the maintenance of attendance records.	C 4	2 D		1.03 Knowledge of other agencies and staff that the school functions and interacts with.	1.03 Required reports are correctly completed by established dates.
1.04 Supervise attendance personnel.	D 6	5 D			1.04 Evidence exists of the formal observation and evaluation of the attendance secretary.
1.05 Establish and maintain communications with appropriate publics.	B 2	8 D		<b>ABILITY TO:</b>	1.05 Samples of written communications to appropriate publics are available upon request.
1.06 Maintain disciplinary records for all incidents.	B 2	5 D		1.01 Plan	1.06 Attendance procedures are maintained within the provisions of applicable local, state and/or federal guidelines and regulations.
1.07 Supervise after school detention.	B 2	2 D 1 W		1.02 Organize	1.07 Detention operated efficiently.
1.08 Petition truant students under the age of 16.	B 2	1 M 1 A		1.03 Delegate	1.08-1.13: Completes other assigned attendance related duties:
1.09 Make necessary court appearances.	B 2	4 D		1.04 Direct others	1.08 Truant student
1.10 Establish means of record keeping.	C 4			1.05 Supervise others	1.09 Court appearance
1.11 Establish an on-going relationship with other services and agencies.	C 4	4 D		1.06 Meet established deadlines	1.10 Records
				1.07 Communicate effectively	1.11 Relationship with other services and agencies
				1.08 Assist in the training of others	

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1.12 Assist and coordinate attendance problems with staff.	B 2	4 D			1.12 Attendance coordinated with staff
1.13 Perform other assigned duties.		4 D		KNOWLEDGE OF:	1.13 Performed other duties
2.01 Establish discipline procedures.	D 6	1 A		2.01 District and state discipline regulations and laws.	2.01 Evidence exists of established discipline procedures.
2.02 Administer established discipline procedures.	D 6	15 D		2.02 District and state reporting procedures and requirements.	2.02 Appropriate discipline records are maintained.
2.03 Maintain discipline records.	B 2	2 D		ABILITY TO:	2.03 Required reports are correctly completed by established dates.
2.04 Establish and maintain communications with appropriate publics.	B 2	8 D		2.01 Plan.	2.04 Samples of written communications to appropriate publics are available upon request.
2.05 Record and report the annual reports on detentions, suspensions and possible expulsions.	B 2	4 A		2.02 Communicate.	2.05 Dicipline procedures are maintained within the provisions of applicable local, state and/or federal guidelines and regulations.
2.06 Appear in judicial cases when called as an official school representative.	C 4	4 M		2.03 Organize.	2.06 Court appearances are attended when requested.
2.07 Perform other duties as assigned.		4 D		2.04 Control.	2.07 Completes other assigned duties as it relates to supervising disciplinary procedures.
3.01 Participate in the selection of staff.	D 6	2 A		2.05 Maintain effective interpersonal relationships.	3.01 District hiring practices are followed.
3.02 Assist in supervision of staff.	D 7	5 D		2.06 Mediate differences.	3.02 Staff member receives a formal annual evaluation conference, the results of which are reduced to writing:
				KNOWLEDGE OF:	a. All probationary staff receive at least three formal observations each school year which include:
				3.01 Personnel administration.	(1) Pre-observation conferences.
				3.02 Employee negotiated agreements.	(2) Post-observation conferences.
				3.03 Theory of supervision.	(3) The results of pre-/post-observation conferences and observation(s) reduced to writing.
				3.04 Effective interview procedures and techniques.	b. Every nonprobationary staff receives at least two formal observations every three years which include:
				3.05 Evaluation techniques and procedures.	(1) Pre-observation conference (optional).
				3.06 Developmental and learning theory.	(2) Post-observation conference.
				3.07 Instructional techniques and methodologies.	(3) The results of pre-/post-conferences and observaiton(s) reduced to writing.
				3.08 Organizational and time management theory.	
				3.09 Applicable statutes.	
				3.10 Motivation theory and paractices.	
				3.11 Leadership theory.	
				3.12 Decision making theory.	

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3.03 Assist in evaluation of staff annually.	D 7	5 W		ABILITY TO:	3.03 Observations and formal evaluations were completed within deadlines established.
3.04 Assist in conducting short- and long-range planning activities.	D 6	5 D		3.01 Conduct pre- and post-observation and conferences.	3.04 Short- and long-range personnel planning activities are completed on time.
3.05 Perform other duties as assigned.		5 W		3.02 Set goals and procedures for individual staff growth and development.	3.05 Performed other duties.
4.01 Assists in the review and evaluation of aspects of curriculum and instruction.	D 7	5 A		3.03 Communicate effectively.	4.01 Evidence exists that assistance in the review and evaluation of curriculum and instruction has occurred.
4.02 Assist in monitoring student performance.	C 3	2 D		3.04 Motivate staff.	4.02 Accurate information regarding communications to publics are available upon request.
4.03 Assists in conducting inservice activities for staff.	C 3	5 A		3.05 Help staff to plan and organize time, materials and methods.	4.03 Meetings with appropriate staff and appropriate records of same are available upon request.
4.04 Sustains personal growth and development.		5 M		KNOWLEDGE OF:	4.04 Evidence exists regarding the formal and informal assessment of school climate.
4.05 Establish and maintain personal contact with publics.	B 2	2 D		4.01 SBR 200-10-1.	4.05 Required reports are correctly completed by established dates.
4.06 Assists in conducting regular meetings with staff.	B 2	2 D		4.02 Curriculum theory.	4.06 Evidence exists that all required services and programs are provided.
4.07 Assists in publication of newsletters and handbooks.	B 2	2 A		4.03 History and tradition of the District.	4.07 Copies of formal evaluations of non-instructional staff are submitted to the principal.
4.08 Assists in the informal and formal assessment of school climate.	D 6	2 Q		4.04 Learning and developmental theory.	4.08 Reports of regular and formal inspections of facilities are submitted to the principal.
4.09 Assist in the implementation of appropriate board policies and administrative requisitions.	C 8	2 A		4.05 Leadership theory.	4.09 Evidence exists that preventive and corrective maintenance programs were conducted.
4.10 Compelte required reports.	B 2	2 D		4.06 Decision-making thoery.	4.10 Records of student teacher placements are available upon request.
4.11 Oversee student activity programs.	B 2	2 D		4.07 Organizational theory.	Assisted, directed, supervised or coordinated:
4.12 Direct pupil personnel services.	D 6	2 W		4.08 State statutes.	4.11 Student activity program.
4.13 Assist in supervision of school lunch room.	B 2	2 W		4.09 Federal regulations.	4.12 Pupil personnel service.
4.14 Assist in monitoring student behavior.	B 2	2 M		4.10 School district policies and administrative procedures.	4.13 Supervision of lunch program.
				4.11 Informal and formal power structures in the community.	4.14 Student transportation problems.
				4.12 Requirements and procedures of local media.	
				4.13 Appropriate interpersonal relations techniques.	
				4.14 The community.	
				4.15 Group dynamics.	
				4.16 Applicable local, state and federal rules, regulations and laws.	

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4.15 Assist in establishing and overseeing staff and student safety program. 4.16 Participation in selection of non-instructional staff. 4.17 Assist in supervision of non-instructional support staff. 4.18 Assist in periodic and formal inspection of facility. 4.19 Assist in monitoring preventive and corrective maintenance programs. 4.20 Coordinate student-teacher programs. 4.21 Performs other assigned duties.	C 5 C 5 D 6 B 2 B 2 C 4 D 2	2 W 5 A 2 W 2 A 2 Q 2 W		4.17 District accounting, budgeting and purchasing procedures. 4.18 District and state reporting procedures and requirements. 4.19 School lunch regulations and reporting procedures. 4.20 District policies, local, state and federal regs. 4.21 Building systems. 4.22 Accepting maintenance procedures and techniques.	4.15, 4.18, 4.19: Student and building safety 4.16, 4.17: Selection of staff 4.20 Student lunch program 4.21 Performed other duties
ABILITY TO: 4.01 Plan. 4.02 Communicate. 4.03 Delegate. 4.04 Allocate. 4.05 Organize. 4.06 Control. 4.07 Direct. 4.08 Motivate. 4.09 Build Consensus. 4.10 Maintain effective interpersonal relations. 4.11 Conduct group processes and activities. 4.12 Mediate differences. 4.13 Speak and write clearly and correctly. 4.14 Listen. 4.15 Conduct small and large group meetings. 4.16 Meet established deadlines.					