



Date: June 26, 2019

Closing date: July 8, 2019

Position Title: Intermediate School Assistant Principal

Pay Grade: A-2 \$87,496 minimum - \$131,245 maximum

Period of Employment: 12 months **FLSA Status:** Exempt

Start date: July 1, 2019

To apply: visit www.mcpsva.org

Supervised by and/or Reports to: School Principal

General Responsibilities: Assists the principal in the areas of instructional leadership and supervision, curriculum development and staff development. Provides administrative assistance to the principal. Primary areas of responsibilities include mandatory instructional practice, processing discipline referrals, and supervision of extra-curricular activities.

Essential Duties:

(This list is intended solely as an illustration of the various types of work performed. The omission of specific duties does not exclude their addition if they are similar to or a logical extension of the position.)

- Assists the principal in the implementation, supervision and assessment of the total school instructional program.
- Assists the principal in the selection, assignment, orientation and evaluation of staff.
- Assists the principal in the supervision of student conduct and extracurricular activities.
- Manages matters involving student discipline.
- Assists the principal with school improvement efforts.
- Assists the principal in dealing with parent/community concerns.
- Serves as a member of the school's Child Study Team.
- Chairs selected school committees as necessary.
- Supervises and facilitates the school's functioning in the absence of the principal.
- Coordinates the purchase of capital items contained the school's budget.
- Serves on division-wide committees as needed.
- Provides assistance in the acquisition of instructional materials and supplies.
- Performs additional duties as assigned by the Superintendent/designee and principal.
- Works collaboratively with central office staff to support division programs and initiatives.

Requisite Knowledge, Skills, and Abilities:

- Ability to plan, supervise, and evaluate the work of others based on individual strengths and weaknesses, and to guide their professional growth.
- Thorough understanding of the change process and demonstrated ability to lead staff in the school improvement process.
- Possess extensive knowledge of the curriculum and instructional program including content and methodologies, and the integration of technology into the intermediate level instructional program.
- Ability to analyze, interpret and utilize data.
- Demonstrated ability to use research based practices that results in higher student achievement.
- Ability to plan, supervise, and evaluate the work of others based on individual strengths and weaknesses, and to guide their professional growth.
- Serve as a role model.

Requisite Education and Experience:

- Requires a master's degree from an accredited college or university, at least three years of successful, full-time experience as a classroom teacher in an accredited public school, and completion of an approved administration and supervision program.
- Must possess or be eligible for a Virginia teaching license with an endorsement in Administration and supervision preK-12.

Physical Requirements:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to: a personal computer, calculator, copier, and fax machine. Significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, or repetitive motions required.

Manassas City Public Schools assures equal employment opportunities and equal education opportunities for employees and students as required by federal and state orders and laws. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

This job description is intended to accurately reflect the position activities and requirements. It is neither intended to be, nor should it be construed as, an all-inclusive list of the responsibilities, skills, or working conditions associated with the position. Administration reserves the right to modify, assign, or remove duties as necessary.