



**Date:** July 16, 2021

**Closing date:** July 30, 2021

**Position Title:** Assistant Principal, Elementary School

**Pay Grade:** A-1                      \$90,087 minimum - \$135,131 maximum

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

**Start date:** July 1, 2021

**To apply:** visit [www.mcpsva.org](http://www.mcpsva.org)

**Supervised by and/or Reports to:** Principal

**General Responsibilities:** Assists in providing leadership in creating and managing a safe, supportive and positive learning environment where all students excel and staff is empowered; shares the vision of high performance and collaboration while engaging parents and community partners in the support of student achievement.

**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.)*

**Qualities and Leadership:**

- Demonstrates success improving underperforming student achievement and making a difference in high needs communities.
- Demonstrates proven school leadership.
- Builds effective teams committed to the school's vision and mission.
- Practices ethical standards to promote and sustain a positive school culture and climate and rigorous instructional program that supports the whole student and is conducive to high performance and staff professional growth.
- Exhibits an extensive background and expertise in the areas of curriculum, instruction, program assessment and data analysis.
- Displays a participatory management and leadership style that fosters a climate of high expectations, collaboration, maintains accountability and emphasizes a steadfast focus on the success of students.
- Shows a knowledge of response to intervention practices.

- Reveals an appreciation of the visual and performing arts, community service, athletics, and other enrichment programs in the development of the whole student.

### **Major Duties and Responsibilities:**

- Assists in providing strong leadership for the activities supporting the Manassas City Public Schools educational process to include establishing and maintaining a positive learning climate, scheduling classes to meet student needs, supervising all support services for the school and ensuring proper student conduct and discipline procedures are maintained.
- Assists in the supervision of the school's teaching process and curriculum design, utilizing resources from central office as necessary.
- Uses current research to drive dramatic gains in student achievement.
- Assists in the evaluation instructional and support personnel based on division evaluation models to ensure the retention of quality personnel.
- Establishes and maintains a favorable relationship with parents, local community groups, business, industry and individuals to foster understanding and to solicit support for school activities.
- Assists in communicating Board policies and directives from the superintendent to the community.
- Meets with parents to proactively resolve student problems.
- Assists in the orientation of all staff members to the building and the various departments/grade levels and ensures continuing professional development throughout the building.
- Assists in the supervision and implementation of specialized education programs offered at the school.
- Assists with various athletic programs, extra-curricular activities, music and dramatics programs and school sponsored social events to support maximum student participation.
- Consults with division leadership to formulate plans and direction for the overall strategic direction of the school relative to the outlined initiatives.
- Attends division meetings as required.
- Actively supports the MCPS Strategic Plan.
- Performs other duties as assigned.

### **Requisite Education, 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:**

- Must possess or be eligible for a Virginia Postgraduate Professional License with an Administration and Supervision Pre-K-12 endorsement.
- Preferred applicants include those with three to five years teaching experience, knowledge of appropriate level school organizational philosophy, and evidence of a minimum of three years of successful school-level leadership experience.

**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.*