

REPORT SUMMARY SHEET

BOARD MEETING DATE: March 18, 2019

TITLE AND BRIEF DESCRIPTION: Assistant to the Principal
Add 10 days to the Assistant to the Principal Job description.

BACKGROUND:

Currently we pay the Assistant to the Principal teacher pay on a teacher contract. We use this position as a training program for our future leaders within the district. This position helps us grow our own leaders. With these positions taking on more responsibility, we would like to utilize them in the summer with the help of summer school, registration, and planning for the upcoming school year. Adding 10 days to their job description will provide the extra support we need during the summer. The extra cost for this is approximately \$2,000 per position. We have a position at South, Upper, Middle, and High School.

RECOMMENDATION: Approve Assistant to the Principal Job description as presented.

RESPONSIBLE PERSONS: Matt Davis

SUPERINTENDENT'S APPROVAL:

Matt Davis

For the purpose of submitting report

Job Description

Job Title: Assistant to the Principal

Qualifications: Current Appropriate Missouri Teaching Certificate
Bachelor's Degree

Reports To: Principal

SUMMARY: To assist students, who have been placed in the in-school suspension program, improve their work study skills, class behavior, and positive self-image.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides instructional assistance and encouragement to students to complete their assignments.

Maintains discipline in the In-School Suspension Program.

Keeps records and completes necessary reports for the program on a timely basis.

Consults with teachers daily and makes appropriate reports regarding student progress and assignments.

Confers with students individually and/or in groups to modify unacceptable behavior and emphasize positive skills.

Works with teachers and counselors to identify students in need of additional assistance from outside community groups or agencies.

Serves as an integral part of the school Pupil Services Team.

Attends and participates in staff development and training sessions.

Clarifies the purpose, goals and policies of the In-School Suspension Program for teachers, parents and volunteers.

SUPERVISORY RESPONSIBILITIES

Supervise Students at all times.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to make oral and/or written presentations

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk. The employee frequently is required to stand and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT

Salary and work year to be established by the Board.
This is a 9 month plus 10 day position

EVALUATION: Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

ADOPTED: _____