

## Board Policy

Code No. 303.5E15

### ADMINISTRATIVE DUTIES MIDDLE SCHOOL ASSOCIATE PRINCIPAL

**TITLE:** ASSOCIATE PRINCIPAL – BETTENDORF MIDDLE SCHOOL

**QUALIFICATIONS:**

1. Master's degree from an accredited institution, with a major in administration and supervision.
2. Additional graduate work related to area of responsibility highly desirable.
3. A valid state certificate from the Iowa Department of Education to practice as a middle school principal.
4. A minimum of three years successful teaching experience required.
5. Iowa Department of Education Administrative Evaluator Approval.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Middle School Principal

**SUPERVISES:** Staff members designated by the Middle School Principal

**JOB GOALS:** To assist the principal in administration of the Middle School program. Recognize the student as the principal beneficiary of the functions of the organization. Act in cooperation as a member of the administrative team along with assisting in the implementation of the School Improvement Plan based on the philosophy and vision of the Bettendorf Middle School.

#### PERFORMANCE RESPONSIBILITIES:

1. Makes decisions and demonstrates leadership that support the mission, goals, and interests of the district and of students.
2. Assist the principal in the over all administration of the school.
3. Serves as acting principal in the absence of the principal.
4. Supervises and evaluates staff effectively, including observing, conferencing and establishing job targets associated with instruction and instructional improvement.
5. Initiates, establishes, and maintains effective instructional programs which includes/incorporates: teaching methodologies, educationally appropriate materials, and assessment.
6. Coordinate building activities associated with curriculum and serve as district-wide vertical curriculum committee.
7. Participate in professional activities to improve evaluation of staff and quality of instruction.
8. Establish high standards of student conduct, enforcing discipline as necessary, according to due process rights of students.
9. Attends special events to recognize student achievement, school-sponsored activities, and athletics.
10. Serves with parents, faculty, and students groups as requested in advancing educational and related activities and objectives.
11. Supervises and evaluates the school's extracurricular activities.

12. Assist with interviewing and recommending of professional and classified staff.
13. Provide leadership on defining, clarifying, directing, monitoring, and adjusting building and district goals.
14. Serve on any building or district level committee as assigned.
15. Participate in administrative meetings and other meetings as required or appropriate.
16. Is responsible for the implementation and observance of all Board policies and regulations by the school's staff and students.
17. Conducts meetings of the staff as necessary for the proper functioning of the school.
18. Communicate with parents all appropriate information.
19. Provide assistance in resolving personnel problems.
20. Provide input into the overall positive educational atmosphere for Bettendorf Middle School. Contribute to the administrative team, address teacher-parent-student complaints in a constructive manner, and recommend necessary changes in operating procedures where appropriate.
21. Work cooperatively with building police liaison officer and juvenile court liaison officer in criminal investigations and student probations.
22. Attend Board of Education meetings, as requested, to serve as resource person to the principal, superintendent, or Board. Make presentations to Board as needed.
23. Join professional organizations related to administrative duties and attend appropriate professional meetings. Remain current in academic area assignments, curriculum development, clinical supervision, and other areas related to the functions of this position.
24. Maintain administrative certification through professional growth activities: graduate study, professional meetings/workshops, seminars, and professional literature.
25. Report to the principals on all matters of a critical nature.
26. Assume all other duties as assigned by principals, superintendent, or Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Administrative Evaluation.

*Revised: June 19, 2006*

*Approved: June 19, 2006*

*Reapproved: February 1, 2010  
February 20, 2018*

*Renumber: November 20, 2017*