



# POSITION AVAILABLE

## *Valparaiso Community Schools*

### Assistant Principal

#### Thomas Jefferson Middle School

- Qualifications:**
1. Valid Indiana Administration License or comparable out-of-state certification
  2. At least a Masters Degree with a concentration in educational administration
  3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**Reports To:** Principal

**Job Goal:** To assist the principal in establishing an educational climate that promotes academic achievement and the attainment of democratic principles.

***Performance Responsibilities:***

1. Assist the principal in defining the school's mission and vision, support the development of the continuous improvement plan and work as a partner with the principal communicating goals and expectations of the total school program.
2. Work in partnership with the principal, counselors and staff to support the school's restorative practices and PBIS philosophies of promoting positive relationships and maintaining parameters for appropriate behavior.
3. Adhere to, and comply with, all Board of Education policies, regulations, and operating procedures.
4. Provide instructional leadership and assist the principal in supervising the implementation of the curriculum.
5. Assist the principal in monitoring and assessing student achievement and participation in outcomes with appropriate data collection and analysis.
6. Assist the principal in supervising and evaluating the effectiveness of all school-based personnel.
7. Support the principal in the process of continuous school improvement.
8. Use multiple sources of data to monitor and assess student achievement, as requested by the principal.
9. Assist in the implementation of school-wide supervision plans that establish and maintain a safe and orderly environment.
10. Create a productive work climate by gaining the cooperation of staff and students.

11. Administer and coordinate school discipline and maintain necessary discipline records.
12. Coordinate and supervise student activities.
13. Plan and engage in professional activities which contribute to leadership development.
14. Assist in determining and implementing school organization, student placement, evaluation, and services and programs to meet the needs of individual students.
15. Assist the principal with supervision of local school finances.
16. Act as a positive role model for teachers and students.
17. Exercise initiative, tact, and good judgment in dealing with others.
18. Assume other duties as assigned.

**Terms of Employment:** 210-day contract

Salary Range \$65,000-\$75,000 (comprehensive fringe benefit package)

**Submit application information to AppliTrack using the following link:**

<https://www.applitrack.com/valpo/onlineapp/>