

## Job Description

**Job Title:** Assistant Principal IV, Instruction

**Position Code:** 1E35, AE35

**Job Classification:** Exempt

**Supervisor:** Principal

**Pay Grade:** 44

**Contract Length:** 245 Days

### Job Summary

Position is responsible for assisting the school principal in the planning, organization, administration, and management of an assigned secondary school with emphasis on improving the school's instructional program. Position assists with supervising staff, creating a safe environment, monitoring curriculum, budget development, and other duties associated with the successful operation of a secondary school.

### Essential Duties

1. Assists the secondary school principal in the general administration of the school with emphasis on improving the school's instructional program.
2. Assists with interpreting and enforcing all school board policies and administrative regulations.
3. Assists in developing, administering, and evaluating the secondary school curriculum and instructional programs at the assigned secondary school.
4. Develops the master schedule, and other schedules as requested, in collaboration with the assistant principal for operations.
5. Supervises, organizes, and gives leadership to an Instructional Support Team--composed of the counseling director, lead teachers, and other appropriate personnel--that is responsible for assessing students needs, removing barriers to learning, and articulating and modeling best practices.
6. Implements and coordinates a process for involving staff in designing professional development activities to enhance the faculty's skills in delivering quality work for students.
7. Uses participatory leadership strategies to develop, implement, and continuously improve the school's instructional program designed to promote the engagement of students in quality work.
8. Assists the secondary school principal in the supervision and performance evaluation of staff assigned to the school.
9. Performs classroom observations and conferences with teachers to improve the instructional program.
10. Provides leadership, resources, and support to instructional lead teachers and other teachers to enhance their ability to create quality work for students.
11. Collects data about student learning and involves teachers in analyzing the data and implementing results-oriented instructional planning.
12. Attends and supervises after school, evening, and weekend school-sponsored events and activities as assigned.
13. Directs the implementation of the state and local testing program.
14. Coordinates the distribution and inventory of all textbooks.
15. Assists in the child study and eligibility process.
16. Prepares or supervises the preparation of reports and records as assigned by the secondary school principal.
17. Coordinates articulation efforts with feeder schools.
18. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Assists the secondary school principal with interviewing and recommending qualified candidates for vacancies within the assigned secondary school.
2. Initiates and maintains effective liaisons with professional societies to keep abreast of developments and research in the profession.
3. Performs any other related duties as assigned by the Principal or other appropriate administrator.

**Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master’s degree and be eligible for a Virginia Postgraduate Professional License in administration and supervision. Must possess at least three years of successful experience as a teacher with some experience at the secondary school level. Must possess a comprehensive knowledge of the current issues, principles, and practices in public secondary school education and the ability to apply them to the needs of a school. Must possess knowledge and effective skills in curriculum development, instructional practices, interpretation of test data, and budget development. Must possess the ability to assist with administering and managing the operation of a secondary school. Must possess the ability to plan and supervise the work of others. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and the public.

**Working Conditions & Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; to bend, stoop, climb stairs, walk and reach overhead.

**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. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Principal IV will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 01/19 CR