

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Assistant Middle School Principal

REPORTS TO: Middle School Principal

JOB SUMMARY: Assists the Principal in providing a safe, clean environment conducive to learning. Provides leadership in the development and improvement of the district in various areas such as curriculum and instruction, student services, communications, and management.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreements.
2. Implements and monitors the district Code of Conduct.
3. Addresses daily student incidents that occur during the school day.
4. Coordinates resources to address student needs, such as mental health issues, long-term counseling, etc.
5. Implements special programs that excite and encourage overall student success, including but not limited to athletic programs, intramural programs, and the Aspire program, and coordinate all student activities, such as dances.
6. Oversees all building securing before, during and after school hours.
7. Manages all intervention efforts between parents and teams as well as students and teachers.
8. Acts as liaison to the PAC parents.
9. Manages fundraising efforts for athletics and set up banquets for players and families.
10. Coordinates the professional development of teachers to ensure the proper training necessary to affect student achievement.
11. Implements student programs during the summer and throughout the year to ensure student success, such as Camp Hornet, Camp Epigachink, Touring the Lehigh Valley, Homework Club and Peer Counseling.
12. Addresses community concerns about student issues, and be a liaison with police, fire, mental health departments, as well as the District Attorney's office, Mayor's office, NAACP and other local leaders.

13. Schedules all student and teacher duties before, during and after school.
14. Performs other duties as assigned by the Middle School Principal.

QUALIFICATIONS: Five (5) years experience in public education necessary, including elementary or secondary school instruction. Assistant principal or supervisory experience is helpful. Masters degree necessary. Proper Pennsylvania administrative certification necessary.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to lift small children when necessary. Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday.

SENSORY ABILITY: Visual acuity. Auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills. Must possess supervisory skills. Must possess computer skills. Ability to operate various office equipment.

CLASSIFICATION: Professional; Instructional Meet and Discuss position; 12 month classification. Cabinet Code – D.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)