

# Williams Bay School District

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**Position Title: Middle/High School Associate Principal / Science Teacher**

**Reports to: Middle/High School Principal**

## **Job Goal:**

### **Middle/High School Associate Principal**

The Associate Principal will be responsible for assisting the building Principal with managing academics, guidance, pupil services, student activities and other school programs or services. This position is an active member of the administration team and articulates a clear philosophy and shared vision of learning. A successful candidate will have knowledge and background in moving toward a more innovative model of education to prepare students for college, careers, and life.

### **Middle/High School Science Teacher**

This position is also responsible for fulfilling the duties contained within the Regular Education Teacher job description as they relate to teaching Science.

## **Supervision Over**

Certified, classified, and volunteer personnel as assigned by the Middle/High School Principal as well as student discipline and attendance.

## **Required Qualifications:**

- Must have or be able to obtain Principal licensure from the Wisconsin Department of Public Instruction
- Minimum of three years of classroom teaching experience.
- Possesses an energetic and positive approach to responsibilities.
- Drives to attain results; proven experience and effectiveness in improving student achievement in the classroom and/or schools.
- Ability to withstand stress; has a positive attitude; demonstrates compassion.
- Self-motivates; able to accept criticism and grows as a result.
- Strong communication and organizational skills.
- Demonstrates knowledge of and experience with student assessment tools and data analysis for programs.
- Exhibits strong skills in working collaboratively and effectively with colleagues.
- Practices reflection regularly seeking to improve their own professional practice.

### **Performance Expectations:**

- Relates to students with mutual respect while carrying out a positive and effective disciplinary program; develops and administers disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; serves on discipline or expulsion panels as assigned.
- Assists teachers with behavior management plans and strategies.
- Communicates with students, parents, and staff in a timely manner regarding student behavior and attendance.
- Performs supervision of students during unstructured times such as before and after school, during passing times and during lunch periods. As a member of the administrative team, assist with supervision of special events.
- Collaborates with the school counselor and personnel to create and maintain research-based behavioral interventions and train faculty and staff in those interventions.
- Attends appropriate meetings regarding student growth and success (IEP and 504 case conferences, parent meetings, expulsion hearings, etc.).
- Assists the principal with the:
  - budget
  - student and staff schedule process
  - providing instructional leadership to the school
  - planning, organizing, and implementation of all school-wide activities
  - implementation of policies, regulations, guidelines, and procedures pertaining to student behavior and attendance
  - development, implementation, and evaluation of intervention programs that address the needs of at-risk students
  - development, implementation, and evaluation of efforts related to improving student academic achievement; helps ensure that the school meets or makes satisfactory progress toward achievement goals
- Knowledgeable on best practices in curriculum and serve on committees as assigned to develop the broad goals and objectives.
- Recognizes students for achievement through announcements, social media, letters, awards, newspaper articles, or other appropriate means.
- Maintains effective community relations; assists in communicating to parents all phases of the school's educational, extracurricular, and athletic programs; assists the principals in carrying out a program of community relations; develops correspondence to promote school activities and achievements.
- Shares responsibility for securing substitutes for professional and support staff.
- Supervises and evaluates the performance of designated certified and/or classified personnel; assigns duties to faculty and staff as appropriate to meet school objectives; assists with the recruiting, interviewing, and selection of new faculty and staff.
- Participates in administrative meetings and training to improve administrative skills; maintains current knowledge of the district's adopted curriculum.
- Performs a variety of administrative duties to assist the principals in managing the school; assumes the duties of the principal in the absence of the principal and as assigned.

- Performs other duties and responsibilities assigned by the Building Principal or District Administrator.

**Terms of Employment:**

Salary and work year to be established by the School Board of the Williams Bay School District.

The employee shall remain free of any alcohol or illegal substance while performing work duties and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the district.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of Board of Education's policy on evaluation of performance for administrators.