

Job Title: Assistant Principal, Middle School
Work Year: 210 days
Department: Division of Equity in Learning
Reports To: Principal
Salary Range: APT 5

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Summary:

Responsible for assisting the Principal with instructional and organizational leadership, direction, supervision, operations and accountability at the assigned middle school.

Essential Duties and Responsibilities

Daily	40%	Serve as an instructional leader by monitoring implementation of professional development in classrooms and grade level/content area meeting.
Daily	10%	Implement and monitor school-wide behavioral expectations and policies including monitoring attendance trends and overseeing truancy interventions; address safety and welfare issues by holding meetings with parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and regulations.
Daily	8%	Create partnerships with parents and community.
Daily	20%	Supervise employees by assigning and directing work, interviewing, evaluating performance, disciplining and resolving issues.
Weekly	10%	Implement instructional and assessment strategies by collecting and analyzing student achievement data, facilitating discussions among teachers and staff and working with the Principal and District Coaches to plan professional development.
Weekly	3%	Address building management concerns by working with the custodial staff, office staff, teachers and District staff including implementing school-wide safety and emergency protocols.

Weekly	2%	Collaborate and develop master schedules and plan, schedule, and coordinate school projects.
Monthly	2%	Attend and/or facilitate school's Instructional Support Team including monitoring interventions put in place to assist students with diverse needs.
Weekly	2%	Resolve student issues by meeting with students, parents, teachers and other school staff and designing a plan of action.
Monthly	1%	May supervise athletic events by attending events, monitoring student behavior, providing officials with necessary information.
Monthly	1%	Attend Special Education staffing and IEP meetings as needed.
Daily	1%	Perform other duties as assigned.

EDUCATION AND TRAINING: Master's degree in education plus additional coursework required for certification or licensure.

EXPERIENCE: Over 2 years and up to and including 5 years of experience in classroom teaching.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER: Advanced oral and written communication, interpersonal, public relations, instruction, curriculum, facilitation, management, decision making, computer and organizational skills. Strong understanding of teaching and learning. Knowledge of school law, school finance/budgets, conflict management and behavior management. Ability to work with students and parents with various backgrounds and abilities. Operating knowledge of and experience with personal computer, computer software and basic office equipment. Operating knowledge of student information system required within 2 months after hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado Principal License. LDE certificate preferred.

SUPERVISION/TECHNICAL RESPONSIBILITY: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include addressing complaints and resolving problems, assisting with interviewing and hiring and training employees.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is occasionally required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.