



MISSISSINEWA COMMUNITY SCHOOLS
Assistant Principal

Job Description:

To fulfill administrative functions at the Mississinewa Community School Corporation as an assistant to the principal at each respective school.

Responsibilities:

1. Serves as designated principal in the absence of the principal
2. Plans and supervises safety inspections, building security, and fire and severe weather drills
3. Coordinates custodial and maintenance services
4. Supervises and evaluates staff
5. Performs data processing/scheduling functions as the principal may direct. This includes calendar, grade reporting, lockers, etc.
6. Coordinates facility rental to community agencies.
7. Supervises and evaluates the school's extra-curricular programming
8. Participates in interviewing staff applicants
9. Coordinates and manages student discipline as assigned by the principal
10. Assists building staff in resolving student behavior problems
11. Coordinates the assignment of students to Thursday Afternoon School, Lunch Detention, ISS, OSS, and alternative placements
12. Attends expulsion hearings and court proceedings as required by law or administration.
13. Supervise content area departments as assigned by the Principal
14. Plan and coordinate Intersession, including; staffing, student communication, parent communication, daily attendance, food service, and transportation
15. Coordinate all standardized testing schedules and implementation
16. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)