

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Junior High/Middle School Assistant Principal

**Terms of Employment:** 11-month contract; 220 days

**FLSA Status:** Exempt

**Reports To:** Assistant Superintendent, Academic Services

**Brief Description of Position:**

The Junior High/Middle School Principal is responsible for providing leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

**Required Qualifications:**

- Master's degree in an approved program for principal certification.
- A minimum of five years teaching experience and previous leadership experience.
- Prior K-8 building leadership experience
- Valid Missouri teacher certificate.
- Knowledge of the best educational practices, current research on education and co-curricular activities.
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Demonstrate the ability to work effectively with community groups, parents and agencies.
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Experience in formative assessments, cooperative learning techniques, and data analysis

**Preferred Qualifications:**

- Working knowledge of Professional Learning Communities

**Essential Duties and Responsibilities:**

- Follows and supports District goals, mission and implements District programs.
- Assumes responsibility for the administration of the building.
- Supervises and evaluates all employees assigned to the building.
- Assigns all staff members and students within the building and determines teaching schedules and student schedules.
- Works cooperatively with other district administrators and building staff in curriculum development, implementation and evaluation.
- Follows District, state and federal guidelines in providing exceptional children services as eligible, and monitors progress of students.
- Develops and maintains a safe, secure environment for students.

- Manages all monies handled in the school and is responsible for the building budget, including the approval of needed building supplies and materials in compliance with state requirements, policies and regulations of the Board.
- Establishes and maintains good relationships with parents, civic, professional and community groups.
- Disseminates information to the public about building activities.
- Determines staff needs in the building and plays a key role in filling vacancies within the school.
- Communicates regularly with staff, parents and District administrators.
- Participates in District meetings and committee assignments.
- Identifies opportunities for professional growth of staff.
- Works with school site council in accordance with district guidelines.
- Performs other duties as assigned by the Assistant Superintendent.

**Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 1, 2013