

**ASSISTANT PRINCIPAL
NINTH GRADE CENTER - 7TH/8TH GRADE CENTERS**

**JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP**

PURPOSE: To fulfill administrative functions at the MSD of Wayne Township Ninth Grade Center or 7th/8th Grade Center.

PERFORMANCE 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 schools 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 Friday School Program, After 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. Coordinate and finalize the master schedule.
17. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised July 2016.