



Address:
30 West Pershing Road
Suite 402
Kansas City, MO 64108

Phone:
(816) 241-6200
Fax:
(816) 241-6201
Website:
www.frontierschools.org

Job Description: Assistant Principal – Safety & Conduct

SUMMARY:

Position : Assistant Principal – Safety & Conduct
Description : Counsels students; supervises teacher classroom management; monitors student's attendance, and creates a safe and orderly school environment.
Reports to : Principal
Department : Administration
Job type : Full time
Classification : Exempt
Calendar Type : 11 Month (Calendar 2)

QUALIFICATIONS:

- Bachelor's degree from accredited college or university.
- At least three years of teaching experience
- Master's degree from accredited college or university is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implement and enforce the district's student discipline policy.
- Maintain records of disciplinary actions taken to ensure that the student code of conduct is administered properly.
- Train staff on student code of conduct, implementation of discipline and school safety.
- Communicate with parents and key stakeholders regarding student discipline and safety.
- Conduct classroom visits to support teachers in classroom management and instructional strategies.
- Monitor students' attendance.
- Maintain a safe and orderly school environment.
- Monitor the school ground actively for safety checks.
- Attend student activities and events outside of the academic day
- Supervise hallways and cafeteria
- Coordinate staff duties



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- Monitor student transportation and bus service
- Supervise staff attendance and assignment of substitute teachers
- Work collaboratively with parents, school, and community on all school related matters.
- Assist in the selection of school personnel.
- Participate in workshops, in-services, and other administrative staff development activities.
- Perform other duties as assigned.

SKILLS AND ABILITIES:

- Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
- Ability to establish and maintain effective working relationships both internal and external to the district.
- Ability to use computer including software, database used by the district, spreadsheet and word processing software, calculator, copy machine and telephone.
- Ability to analyze data.
- Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills.
- Knowledge of child and adolescent behavior issues and psychology.
- Management and supervisory skill and/or training and experience.
- Ability to identify problems and proactively find solutions.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Light Work: may require occasional light lifting.
- Nights and weekend activities will be occasionally required.
- Position is in office setting and may involve prolonged work at a desk in one location.
- Moderate travel is required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements, physical demands, work conditions and environment listed above are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.