

Cochrane-Fountain School District – Job Description

Title: Assistant Principal /Assessment Coordinator

Summary

The Assistant Principal assists the school Principal in overall administration of instructional program and school level operations. This position also supervises student activities. The Assessment Coordinator is responsible for coordinating, conducting, and analyzing all formal assessments within the district.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Demonstrate proficiency in the Wisconsin Administrator Standards

Student Discipline and Attendance

- Respond to office referrals and online discipline referrals with appropriate consequences and student behavior coaching.
- Document referrals and consequences in student information system.
- Contact parents for repeated or significant student behaviors.
- Provide support and resolution of student-teacher, student-student conflicts.
- Supervise or assign supervision of student detentions.
- Regularly review student attendance records.
- Follow up on unexcused student absences for correct reporting or consequences.
- Follow procedures for students who are truant or habitually truant.

Staff Evaluation

- Identify staff to be evaluated by coordinating with principal.
- Maintain Educator Effectiveness evaluator certification.
- Participate in Educator Effectiveness calibration and other applicable trainings.
- Regularly review submitted documents from staff and provide feedback as needed.
- Provide verbal or written feedback following all observations.
- Develop and administer plans of improvement as needed.
- Complete required meetings and summary evaluations in accordance with district timelines and deadlines.

Safety and Security Supervision

- Supervise hallways and cafeteria throughout the school day to ensure visibility.
- Maintain CPI certification and utilize appropriate de-escalation responses or physical restraint methods as needed.
- Facilitate monthly fire drills and other drills throughout the school year.
- Participate on safety committee.
- Review and revise safety plans annually as a participant of safety committee.
- Serve as the district's Title IX coordinator

Co-curricular Activities Supervision

- Post and hire co-curricular advisor positions as needed.
- Serve as administrative point of contact for advisors.
- Support advisors and co-curricular activities.
- Evaluate advisors.

School Improvement Leadership

- Oversee student handbook updates.

- Facilitate PBIS implementation (staff input, staff/student training, signage, reward systems).
- Co-lead school-wide initiatives such as PLC systematic changes and Mental Health support system implementation.
- Co-lead staff development planning and training efforts.
- Co-lead staff meeting sessions.
- Support students, parents and teachers through conflicts or complaints

Assessment Coordination

- Create and manage district-wide assessment calendar.
- Work with administration to assign or delegate specific assessment duties.

Assessment Supervision

- Serve as the DAC (District Assessment Coordinator) and oversee the administration of the following assessments: ACCESS, WI Forward, ACT Aspire; ACT; MAP and any other district or state assessment as assigned.
- Coordinate with SPED Director to administrate the DLM assessment and ensure accommodations are in place for students with IEPs taking other required state and district assessments.
- Coordinate with technicians to set up testing requirements for any online assessments.
- Facilitate any required assessment training; handling of testing materials; scheduling of testing locations; and purchasing of testing incentives.
- Serve as the Title III coordinator.

Professional Development

- Work with administration to identify professional development needs associated with assessment and data analysis.
- Work with administration to schedule professional development on in-service days throughout the school year.
- Provide professional development training on in-service days when appropriate.

Professional Responsibilities

- Attend administration team meetings, School Board meetings, committee meetings (as requested) and IEP meetings as needed.
- Seek at attend professional conferences and professional development opportunities.
- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Satisfactorily complete all annual requirements of the Educator Effectiveness process.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 10-50 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment

Required

- Possess a minimum of a M.S/M.A. degree and a valid Wisconsin Administrative License
- Interpersonal skills to interact courteously and effectively with students, teachers, administrators, and the

Public.

- Technology skills needed to effectively perform job
- Effective oral and written communications
- Organizational and time management skills

Preferred

- Working knowledge of Infinite Campus
- Previous administrative experience
- Previous experience as a District Assessment Coordinator

Terms of Employment

Employment is 220-days within the July 1 – June 30 school fiscal year. Salary, benefits, and other compensation options to be recommended by the Superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Principal.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021