



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

**Job Title:** Assistant Principal

**Reports to:** Building Principal

**Purposes and Objectives of the Position:**

Under the direction of the principal, serves as an educational leader and assists the principal in the planning, coordination, and directing of activities and programs related to the administration of the school.

**Qualifications:**

- Master's degree with Educational Leadership or Administration and Supervision certification and additional certification coverages as required by law or rule of the State Board of Education
- Minimum three years successful experience as a certified teacher

**Duties and Requirements: Vision**

- Deepens understanding of standards and engages faculty, students, parents, and community members to understand the standards and the vision of academic success aligned to college- and career-readiness.
- Meets one-on-one, in teams, and as a whole faculty to reinforce high expectations for students and staff, develop plans to achieve the visions and standards, review with evidence progress toward the goals, and identify exemplars of the vision in action and barriers to it.
- Demonstrates through daily decisions and actions that the school's priority is academic success for every student.
- Monitors the implementation of effective instruction to meet the needs of all students.

**Climate**

- Be present in classrooms and learning communities frequently to lend support to teachers and keeps abreast of their professional learning and instructional needs.
- Supports school-wide and team norms and expectations for collective responsibility for student success.
- Celebrates success as well as opportunities for growth.
- Assists with eliminating barriers and distractions that interfere with effective teaching and learning.
- Supports the Principal in Building a culture of pride, trust, and respect.
- Supports the Principal in Implementing and monitoring an effective approach to bullying prevention.

**Improving Instruction**

- Communicates clear goals with individuals, teams, and the whole faculty for student achievement and effective instruction aligned with the vision for academic success.
- Engages teachers in visiting one another's classrooms to promote transparency and shared expertise and to increase consistency and learning opportunities across classrooms, subjects, and grade levels.
- Quickly and proactively addresses problems in instruction and student learning.

## **People, Data, and Processes**

- Provides intensive mentoring to new staff members to bring them up-to-date with other staff to prevent gaps in student learning.
- Taps the expertise of teachers who have solved persistent instructional problems and supports sharing of these practices and ongoing inquiry among staff.
- Uses data to inform decisions and instruction, professional learning, performance, and student learning.
- Analyzes the scope of change required within their school and classrooms to select and implement appropriate leadership practices to improve instruction and student learning.
- Collaborates with peers, staff, and supervisors to clarify priorities for student and staff learning.
- Supports the effective, efficient, and accurate maintenance of records related to pupil attendance, instructional and non-instructional school-based personnel, and property inventories and ensures the accuracy and timeliness of all school reports.
- Provides effective communications with and seeks input from parents, teachers, students, and the community via systematic processes.
- Keeps fully abreast of and diligently enforces appropriate federal, state, and local statutes; and complies with audit requirements, School Board policies and administrative directives.
- Perform other related duties as assigned.

*The district reserves the right to modify job duties or job descriptions at any time.*

## **USD 469 Board of Education Policies**

### **Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.