

Elementary School Associate Principal Job Description

The Elementary School Associate Principal is an educational leader who works collaboratively with the early childhood and elementary school leadership team to support the Principal in leading the faculty in the collaborative focus on student learning. The role of the Elementary School Associate Principal is to provide visionary leadership and demonstrate exemplary management skills in the development of faculty, the implementation of a guaranteed and viable curriculum, and the provision of effective communication with all of the school's constituents. The Elementary School Associate Principal provides positive leadership in both the social well-being and measurable academic growth of all children. The Associate Principal will assist with administrative responsibilities that strengthen and expand the breadth of support to students, teachers, and parents in the Elementary School.

The Associate Principal is also part of a school-wide instructional leadership team jointly responsible for the systematic development and implementation of programs that fulfill the mission of Colegio F.D. Roosevelt to “empower our students to pursue their passion for learning, lead lives of integrity and create socially responsible solutions”.

Preferred Qualifications

1. Current North American teacher and administration certification;
2. Master's Degree (School Administration, Leadership, and/or Curriculum);
3. Record of highly successful teaching experience in an Elementary School;
4. Record of effective leadership and management experience;
5. Ability to communicate and collaborate effectively;
6. Experience with American curriculum, standards, and pedagogy;
7. A positive, professional, and collaborative disposition; and
8. A strong work ethic and drive, including a willingness to contribute to the continual improvement of Colegio Roosevelt.
9. Demonstrated knowledge of the structure, philosophy, and curriculum of an effective elementary school.

Responsibilities

School Climate:

The ES Associate Principal is expected to:

- safeguard and promote the wellbeing of children and young people;
- create and maintain an efficient, productive, and caring atmosphere where all students (and faculty) have an opportunity to be recognized for their best efforts and find success; and
- model and encourage a culture of kindness, integrity, and positivity.

Communication:

The ES Associate Principal is expected to:

- communicate promptly, clearly, and effectively with teachers, students, and parents about program goals and procedures (eg. Monday Messenger, ES Dashboard, Bulletin, Handbooks) and

- ensure appropriate parent partnership by leading parent meetings and workshops as well as attending individual parent meetings as needed

Professional Development:

The ES Associate Principal is expected to:

- mentor all faculty, as well as encourage their professional growth and career advancement;
- provide on-site professional development workshops linked to our divisional and school-wide goals; and
- seek out opportunities for professional learning and professional growth as a life-long learner.

Facilities:

The ES Associate Principal is expected to:

- ensure that all of the resources are identified and being used to serve students and faculty members effectively.

Administration & Leadership:

The ES Associate Principal is expected to:

- model traits that enable others to recognize the Associate Principal as a leader;
- assume responsibility for the “mechanics” of all tasks assigned;
- work collaboratively with the Elementary Leadership Team to instill a sense of common purpose and common pursuit toward consensus goals;
- participate in and lead committee work, as well as be a contributing member of the Administrative Team (eg. Strategic Plan, Focus Group work);
- plan for and lead relevant Professional Development that promotes divisional and school-wide goals, and develops leadership capacity;
- observe, coach, and evaluate assigned faculty through the Teacher Performance Evaluation System (TPES); and
- perform other activities as might be required for the general welfare of the School and/or as requested by the Division Principal or the Superintendent.

Student Life:

The ES Associate Principal is expected to:

- model and encourage stakeholder participation in various school activities, parent meetings, student programs, and athletic events;
- work collaboratively with the leaders of student organizations (e.g. STUCO, The Green Team, ASAs, Condor Academy) to support, coordinate, and further develop these programs;
- uphold the Code of Conduct by working with students, parents, faculty, and staff to build greater understanding of school expectations;
- investigate and resolve routine disciplinary infractions or concerns; and
- act as Administrative Liaison for the SST (Student Support Team).

Teaching and Learning

The ES Associate Principal is expected to:

- collaboratively develop schedules and reporting structures for faculty and students;
- collaborate with the divisional principal to ensure that all teachers and support staff have a clear understanding of their performance expectations and to assist faculty towards becoming master teachers (TPES evaluation and coaching);
- collaborate with the principal in developing the leadership capabilities of teachers so that instructional leadership becomes a shared responsibility;

- contribute in the development of curriculum documentation that specifies content and skills, instructional methods, and assessment practices; and
- review assessment results that determine whether curriculum and instructional goals and student performance outcomes are being met.

Reports To: Division Principal and Superintendent

Terms of Employment: The Associate Principal shall receive an initial two-year contract. Contract terms include a yearly work schedule set by the Superintendent, Principal, and FDR after the official school calendar has been approved by the Ministry of Education. Contract terms, salary, and benefits shall be determined based on the experience of the successful applicant. The normal contract work day is 07h30 to 16h30 with additional hours as the assignment will require.

Performance Evaluation: Job performance will be evaluated by the appropriate Division Principal in accordance with school policy.