

JOB DESCRIPTION

JOB TITLE: **ELEMENTARY ASSISTANT PRINCIPAL**

REPORTS TO: **BUILDING PRINCIPAL**

DEPARTMENT: **CARBON CO. SCHOOL DISTRICT #1**

I. NATURE AND SCOPE OF JOB:

The Assistant Principal was established for the purpose/s of assisting the Principal of one or more elementary school facilities; to plan, develop, organize, coordinate, and supervise the student attendance, development, and implementation of site, instructional, and operational goals and objectives, and in the evaluation of the effectiveness of educational programs and personnel performance; and to do other related functions as directed by Principal or Superintendent of Schools.

II. ESSENTIAL FUNCTION:

1. To report to and carry out all duties assigned by the Principal as directed. Any and all duties associated with the school and or extra-curricular activities at the middle school or high school may be assigned to the assistant principal(s).

EXPECTATIONS:

1. Maintain confidentiality in all matters of the district.
2. Maintain a positive attitude that supports the District Vision and Mission.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Ability to communicate effectively with employees and other constituents.
2. Demonstrate a positive instructional leadership model.
3. Principles, strategies, goals, and objectives of public education.

4. Procedures and strategies pertaining to the administration of elementary school operation.
5. Effectively analyze problems, and concerns and formulate appropriate alternative solutions.
6. Establish and maintain effective organizational, public, and community relationships.
7. Understand and carry out oral and written directions with minimal accountability controls.
8. Curriculum, instruction, and pupil service trends, strategies, and techniques.
9. Student activity, behavioral management , and campus supervision and control methods.
10. Procedures and strategies of the supervision of instructional processes and curriculum development activities and programs.

B. Education and Experience:

1. Master's Degree in Education related Field
2. Certifiable through Wyoming Teaching Standards Board with Principal or Intern Principal Endorsement.
3. Experience as a Successful Campus Administrator Preferred.

C. Physical Demands:

1. Ability to tolerate physical demand specifically related to and necessary for performing all functions associated with the position.
2. Accurate perceiving of sound, near and far vision, depth perception.
3. Ability to provide oral and written information.
4. Ability to walk, stand, and sit for long periods of time without fatigue.

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417.

CCSD#1 questions 504/Title IX coordinators are Debi Gaines and Traci Blaize.