

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Administrator – Assistant Principal - Elementary
Reports To: Elementary Principal
Approved By: Board of Education
Approval Date: June 9, 2020

SUMMARY

The Assistant Principal assists the Principal/designee in fulfilling his/her chief responsibility of promoting the educational well-being of each student in the school. The Assistant Principal provides additional supervision and assists other administrators regarding the educational program. The Assistant Principal will work with the building Principal to instill a climate in the school that is conducive to student learning, emphasizing students exhibiting mutual respect. The Assistant Principal will work to ensure a safe learning environment. The Assistant Principal will work with identified students with attendance/punctuality issues or disciplinary problems and address those issues/problems with positive outcomes. It is the responsibility of the Assistant Principal to encourage and instill in all stakeholders the importance of a consistently safe and fair educational climate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Assistant Principal will follow appropriate due process procedures, document, and resolve discipline issues, including incorporating methodologies, such as leading PBIS initiatives, to ensure that the discipline policy is administered in a fair and just manner to provide an optimum learning environment.
2. Oversee all matters of student attendance.
3. Assist with the dissemination of information regarding school and district programs, policies, and procedures to keep the various stakeholders aware of the school's activities.
4. Assist in the supervision of the elementary students during student arrival, throughout the school day, during student departure, and as needed for co-curricular and extracurricular programs held outside the regular school day.
5. Serve as the K-5 Special Needs Coordinator, including scheduling move-in and initial case conferences, participating in case conferences, acting as a liaison between Joint Services for referrals and scheduling needs, and maintaining master lists of students and services.
6. Serve as the District's 504 Coordinator, including coordinating conferences with parents and staff, maintaining accurate records, creating draft documents in collaboration with staff and parents for elementary students, and maintaining a master list with compliance dates.

7. Serve as the District's English Language Learning (ELL) coordinator and test administrator (including certification); collaborate with staff in the creation of ILPs and communicate with parents, write the grants pertaining to ELL , maintain accurate records, and complete all year-end reports.
8. Serve on committees and other groups as assigned. Including but not limited to:
 - a. Serve as the District's Title IV Coordinator.
 - b. Serve as a member for the District's Results Driven Accountability Committee.
 - c. Serve as the team leader for the District's Wellness Committee.
 - d. Serve as MTSS (GEI) team member.
9. Write the grants, maintain accurate records, and complete all year-end reports for Title IV and NESP.
10. Complete observations of staff as assigned.
11. The Assistant Principal shall perform other duties as assigned by the building principal, the superintendent, or out of necessity to fulfill the requirements of the position.