

ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
ASSISTANT PRINCIPAL – ELEMENTARY

Department: Administration
Immediate Supervisor: Building Principal
Date: June 2005

GENERAL DUTIES: The Assistant Principal directly assists the Principal in the administrative operation of the school, the supervision of teachers and all other activities delegated by the Principal.

ESSENTIAL REQUIREMENTS:

1. Administrative Licensure required.
2. A Master's Degree. plus current license or enrolled in an administrative program.
3. Successful experience in teaching.
4. Have demonstrated through professional experience qualities of leadership, communication skills, community, school relations and school improvement.
5. Shows a personal and professional attitude of ethics and integrity.
6. Commits to provide quality education for all students.
7. Holds and maintain a driver's license.

ESSENTIAL RESPONSIBILITIES:

1. Assists the Principal in the overall administration of the school.
2. Serves as Principal in the Principal's absence.
3. Assists in the scheduling of classes and extra-curricular activities.
4. Assists the Principal in the supervision and evaluation of certificated and support staff assigned to the school.
5. Assists Principal in monitoring the instructional program.
6. Supports members of the instructional staff in furthering the effectiveness of the instructional program.
7. Serves as the building-level test coordinator and works cooperatively with district level staff to insure that testing procedures are followed according to guidelines.
8. Provides testing information in a timely fashion to parents, staff, and students.
9. Provides testing data to teachers and training in data use to teachers for school improvement efforts.
10. Supervises the requisition of instructional materials, supplies, textbooks and equipment, conducts inventories, maintains records and checks on receipts for such materials.
11. Assumes responsibility for coordinating transportation, custodial, cafeteria and other support services, as assigned.
12. Supervises the reporting and monitoring of student attendance and works with the attendance supervisor for informational follow-up.
13. Works with staff on school-wide discipline plan.
14. Assume primary responsibility for student discipline.
15. Serves with parent, faculty and student groups as requested in advancing educational and related activities and objectives.
16. Performs such record-keeping functions as the Principal may direct.
17. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

1. In an eight hour day the employee may:
 - a. Stand/Walk 1 - 6 hours
 - b. Sit 1 – 3 hours
 - c. Drive 1 – 3 hours
2. Employee may need to frequently:
 - a. Bend

- b. Squat
- c. Climb stairs and ladders
- 3. Lifting a maximum of 100 pounds and carry objects weighing up to 60 pounds.
- 4. Noise level is usually quite to moderate.

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I have read and understand the above requirements of this job description.

Employee Signature _____ **Date** _____

Employee Name (Print) _____