

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ASSISTANT PRINCIPAL-ELEMENTARY

QUALIFICATIONS:

1. Baccalaureate Degree and a Master's Degree in Education
2. Valid Elementary Principal Certificate
3. Ability to supervise teachers and staff
4. Excellent communication and organizational skills; ability to work with students, general public and faculty in diplomatic, friendly and efficient manner.

REPORTS TO: Principal

JOB GOAL: To assist the principal substantially and effectively in the task of providing building leadership for developing, maintaining and supporting the best possible educational programs and services

PERFORMANCE RESPONSIBILITIES:

1. Maintain discipline in the school(s) and on buses through cooperation with teachers, bus personnel, and parents.
2. Assist the Principal(s) in the school(s) including the effective learning environment in the school(s)
3. Assist Principal with staff evaluations
4. Lead building committees as directed by the building Principal
4. Other duties as assigned by Principal

PHYSICAL DEMANDS: Must be able to be mobile within and between school buildings.

TERMS OF EMPLOYMENT: 11 month contract; compensation as per administrator's salary schedule.

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by Principal

APPROVED BY SCHOOL BOARD: February 21, 2019