

# Job Description

Liberty Public School District

## Assistant Principal - Early Childhood

### Purpose Statement

The job of Assistant Principal - Early Childhood is done for the purpose/s of providing support to the instructional process with specific responsibility for directing assigned school programs and services at an early childhood school; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Principal - Early Childhood

### Essential Functions

- Assists with implementation of assigned federal and state programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Assists in facilitating and/or participating in meetings (e.g. Board sessions, Principals' building meetings, IEPs, outside agencies, other districts, special education parent groups, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Assists with the coordination of program components, support needs and material (e.g. PAT, ECSE, 4%, Title I preschool, etc.) for the purpose of delivering services which conform to established state and district guidelines.
- Assists with the development of budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or governing Board.
- Assists with a variety of administrative activities (e.g. interviewing, building and grounds inspections, curriculum development, scheduling, orientations, etc.) for the purpose of completing activities and responding to administrative support.
- Assists with supervising and evaluating instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Assists with presenting information to the Board of Education, Superintendent, Cabinet Leaders, other administrators, teaching staff, students and parents (e.g. budget overviews, accounting processes, distribution formulas, school activities, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Collaborates with internal and external personnel (e.g. other administrators, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements district policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Interacts with students for the purpose of educating them.

- Motivates school staff, students and parents for the purpose of building a great school environment.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Prepares a wide variety of materials (e.g. staffing reports, attendance and scheduling data, program evaluations, SIP Plans, etc.) for the purpose of documenting activities, providing written reference, meeting compliance requirements, providing audit references and/or conveying information.
- Provides supervision over after hours building activities for the purpose of ensuring a supportive building culture recognizing staff and student achievements.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Reviews development screening for the purpose of determining student eligibility into the early childhood program.
- Serves as LEA for special education meetings for the purpose of allocating services and funds.
- Serves as the principal in the absence of the regular principal for the purpose of maintaining continuity of daily activities and responding to inquires.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles; concepts of management and supervision.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; and adapting to changing work priorities.

##### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, 20% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education (Minimum):** Masters degree in job-related area.

**Education (Preferred):**

**Equivalency:** Early Childhood Special Education or Special Education and Early Education experience required.

**Required Testing**

None Specified

**Certificates and Licenses**

State certification applicable to principalship in a K-5 environment

**Continuing Educ. / Training**

Maintain Certificate/License

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

7/1/2019

**Salary Grade**

See Administrator Salary Schedule

**Revised Date**

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.