



Assistant Principal - Elementary School

Purpose Statement

The job of Assistant Principal - Elementary School 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 elementary 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

Essential Functions

- 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.
- Compiles data from a variety of sources (e.g. equipment quotes, equipment evaluations, substitute time sheets, food/supply orders, student account history, the monthly payroll, etc.) for the purpose of complying with financial, legal and/or administrative
- Coordinates a variety of programs and/or activities (e.g. procurement process, maintenance work orders, equipment repairs, vehicle repairs, staffing/substitutes of district food service kitchens, etc.) for the purpose of delivering services in compliance
- Coordinates assigned projects and/or activities (e.g. class lists, duty schedules, roving subs, volunteers, safety drills, student recognition, student teachers, staff recognition, Watch Dogs, student activities, etc.) for the purpose of completing activities and/or directing services in a timely manner.
- Distributes supplies, computers, terminals, etc. for the purpose of ensuring the availability of supplies and/or equipment, as needed.
- Facilitates meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Implements policies, procedures and/or processes (e.g. school improvement plan, student discipline program, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- Maintains a wide variety of documents, files and records (e.g. confidential information on the National School Lunch Program applications, confidential staff records, inventory of USDA commodity food items, vendor lists, building keys, office procedures,
- Prepares facility for opening (e.g. unlocks gates/doors, disarm alarms, etc.) for the purpose of ensuring facilities are ready for staff entry and/or vendor deliveries.
- Presents information (e.g. test data, curriculum proposals, etc.) for the purpose of communicating information and gaining feedback.
- 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.
- Responds to a variety of inquires for the purpose of resolving problems, providing information and/or direction.
- Serves as the principal in the absence of the regular principal for the purpose of maintaining continuity of daily activities and responding to inquires.
- Supervises school personnel for the purpose of monitoring performance, providing for professional growth, and achieving overall objectives of the school's curriculum.
- Supervises students (e.g. in house suspensions, halls, bus zones, etc.) for the purpose of providing administrative presence and ensuring a safe environment.
- Supports principal for the purpose of providing assistance with administrative functions.

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

Knowledge, Skills and Abilities

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; and concepts of management and supervision.

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 records; and administering personnel policies.

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 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: Master's degree in job related area.

Required Testing

None Specified

Continuing Educ./Training

None Specified

Certificates and Licenses

State certification applicable to principalship in a K-5 environment

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

04/06/2016

Pay Grade

See Administrator
Salary Schedule

Revised Date