

27J SCHOOLS ADMINISTRATIVE POSITION JOB DESCRIPTION

Job Title: Elementary School Assistant Principal
Last Modified: November 15, 2017, Reviewed December 2020
Work Year: 205 Paid Days
Department: Site Administration
Reports To: School Principal

POSITION SUMMARY: To act as an assistant to the Principal with instructional and organizational leadership, direction, supervision, operations, and accountability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists to lead the school vision, mission, and strategic improvement goals
2. Assists to distribute leadership to inspire change and support of an empowered school culture.
3. Ensures the delivery of high quality data-driven instruction to all students by monitoring implementation of professional development in classrooms and grade level/content area meetings.
4. Provides instructional leadership through professional development, coaching conversations, and professional learning communities to ensure high standards of instructional services to promote student educational development and achievement.
5. Assists in coordination of school safety plans and building operations.
6. Assists in hiring, development, supervision, evaluation, and dismissal of staff.
7. Assists in creation of master schedule & student assignments.
8. Assists in student supervision to include evening or weekend scheduled school activities.
9. Coordinates and assists student discipline at all levels including assuming the responsibility for collecting data and drafting reports relating to discipline and attendance.
10. Assists in coordination of programs and services to include Problem Solving Team, Gifted and Talented, Special Education, and 504 Plans.
11. Assists in coordination, scheduling, administration, and supervision of district and state assessments.
12. Assists in financial planning and budgeting
13. Communicates with and between all staff and community stakeholders.
14. Engages family and community involvement.
15. Maintains good relationships with students, parents, and staff members.
16. Embraces diversity and acts in a manner that is respectful and inclusive of the variety of families, students and community members which the school and district work to serve.
17. Effectively and efficiently completes all assignments designated by the building Principal.
18. Regularly attends meetings both during and outside of the school day, as required by nature of the position and commitment, including district and building level committees.
19. Implement and monitor school-wide behavioral expectations and policies including monitoring attendance trends and interventions, address safety and welfare issues by holding meetings with parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and regulations.
20. Supervise employees by assigning and directing work, interviewing, evaluating performance, disciplining, and resolving issues.
21. Implement instructional and assessment strategies by collecting and analyzing student achievement data, and facilitating discussions among teachers and staff.

EXPERIENCE AND ACADEMIC PREPARATION:

- Principal License
- Master's degree required; Master's degree in Education Administration preferred
- Minimum 3-5 years teaching experience

- Experience in elementary or middle school education and experience working with at-risk students and second language learners, with both classroom instruction and administrative experience.
- Bilingual (English/Spanish) preferred.
- Demonstrates effective mediation and problem solving abilities.
- Demonstrates effective oral and written communication skills.
- Demonstrates experience and competency in basic computer technology.

EQUIPMENT USED: Telephone, computer device and related software, facsimile machine, copiers, printers, audio/visual equipment and other business related equipment.

PHYSICAL REQUIREMENTS:

Ability to:

- grasp and manipulate office equipment and other similar tools and equipment.
- communicate regularly. (Speech/Hearing)
- remain stationary and mobile for extended periods of time. (walking, standing, use of hands to finger, reach, stoop, kneel, crouch, or crawl), lift and/or move 50 pounds.
- distinguish small objects at near distances.

MENTAL REQUIREMENTS:

- Ability to compare, analyze, synthesize, and evaluate data and information and relies in on interpersonal skills when working with employees, students, parents, and community members.
- Ability to communicate, coordinate, facilitate, instruct, compute, compile, and negotiate in small and large group settings.

ENVIRONMENTAL CONDITIONS: The majority of this position's duties are performed inside. Position has little exposure to mild/adverse weather for outside safety/ supervision as required. There is little to no exposure to adverse environmental conditions.

OTHER REQUIREMENTS

- Be a team player
- Effective leadership capability
- Strong decision making capability
- Effective communication skills
- Significant problem solving capability
- Strong desire to grow professionally
- Efficient and effective management capability
- Team building leadership capability
- Strong desire to expand capacity and capabilities in each of the areas identified above
- Background in curriculum development and instruction

The above statements are intended to describe the general nature and level of work performed. They are not intended as an exhaustive list of all responsibilities, duties, and skills required of the high school principal position. This job description is not intended to create any expressed or implied contract of employment or expectancy of continued employment for any definite term.