

SEDALIA SCHOOL DISTRICT #200

Job Title: Assistant Principal Elementary

Job Overview

- Administrative salary schedule; 11- month contract
- Employed for a period of one year for the first term and two years thereafter
- Reviewed annually with recommendation for re-employment by April 15
- Reports to Elementary School Principal

Qualifications

- Master's Degree
- Elementary Administrator Certification by the State of Missouri
- Three or more years of classroom teaching
- Understanding of education and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge, and insight and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Understand and relate to teachers, their problems and the teaching-learning process
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Employed in February with contract effective July 1
- Vacations, leave policies, and fringe benefits as stated in Board policies
- Maintain regular office hours Monday through Friday except when away at meetings representing the district, vacation and holidays, spending the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations
- Opportunity to continue professional preparation with the prior approval of the Superintendent
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Provide student supervision, disciplinary guidance, counseling and assistance to self-realization
- Awareness of developments and implications that affect education and our district by continual study and information seeking.
- Monitor/consult with school health nurse regarding health-related issues reflecting student achievement
- Provide outreach, referral and assistance to MoHealthNet eligible and potentially eligible children and their families
- Responsible for attendance management
- Cooperate with District Office administrators in the formulation and planning of district policies and procedures
- Perform routine administrative tasks assigned by the principal
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Superintendent or Assistant Superintendent

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.