

## Job Description

<b>Position Title</b>	<b>Assistant K-6 Principal</b>		
<b>Building</b>	GSL Lakeside Elementary School	<b>Department</b>	Administration
<b>Hours</b>	Salaried	<b>Supervisor</b>	Superintendent of Schools and K-6 Principal
<b>Band and Grade</b>	D-63	<b>Tools and Equipment</b>	Computer, laptop, iPad, applicable software, phone, copy machine

<b>Primary Function</b>	Under general direction of the Superintendent and K-6 Principal, assists in implementing District policies, curriculum, and programs at the instructional and building level. Responsible for assisting in evaluating all instructional staff and building level personnel. Responsibilities include assisting in budgeting for all building needs, conducting public relations activities, participating in programs/events/activities, serving on District-wide committees or task forces, and serving as the educational leader in the building and building manager for all building issues. Responsible for District-wide coordination of curriculum, oversees District-wide Staff Development, serves as Mentorship Program Coordinator, and Building 504 Coordinator.
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<b>Essential Duties</b>	
<b>1</b>	Directs the activities and evaluates the performance of teachers, counselor, administrative support staff, and all other building personnel to ensure the attainment of District goals and standards, to ensure compliance with all laws and regulations, and to ensure the efficient and effective operation of the school. Oversees and directs student management and discipline within the building.
<b>2</b>	Conducts conferences with parents and teachers to resolve conflicts, discusses problems, shares information, and establishes goals. Develops new parent involvement programs or projects to facilitate participation.
<b>3</b>	Assists in directing, supervising, and implementing educational programs by adapting curriculum, forming committees, and overseeing the selection and adaptation of instructional materials.
<b>4</b>	Assists in conducting a variety of educational administrative functions including coordinating the preparation of building level reports, monitoring budget reports, assisting in the coordination of school events/ activities, and preparing for and attending board meetings to discuss building level activities.
<b>5</b>	Facilitates communication between all personnel, students, and parents within the building.
<b>6</b>	Works with building level teams to facilitate staff development.
<b>7</b>	Monitors building activities and facilitates constant building improvements.
<b>8</b>	Curriculum coordinator – Oversees District-wide curriculum planning and

	implementation.
<b>9</b>	Responsible for building supervision, safety, and being visible.
<b>10</b>	Evaluates staff members in building.
<b>11</b>	Serves as the building leader.
<b>12</b>	Responsible for discipline issues/suspension.
<b>13</b>	Assists with the planning and vision of the school and District.
<b>14</b>	Serves as the administrative representative at IEP meetings.
<b>15</b>	Coordinates special events in the building.
<b>16</b>	Serves as the administrative representative at District staff development meetings.
<b>17</b>	Assists in the building staff development and increasing instructional strategies.
<b>18</b>	Coordinates hiring and HR issues (building level).
<b>19</b>	Builds relationships with students, staff, and parents.
<b>20</b>	Responsible for keeping his or her portion of the website updated.
<b>21</b>	Maintains regular attendance.
<b>22</b>	Performs other duties of a similar nature and/or level.

<b>Minimum Qualifications</b>	Master's Degree in Education and a valid Minnesota teaching and Administrator's license and three or more years of experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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<b>Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of current educational and instructional trends, methods, techniques, and practices.</li> <li>• Knowledge of child development and learning theory principles and procedures.</li> <li>• Knowledge of management, organizational and leadership theories, approaches, and techniques.</li> <li>• Knowledge of policies, procedures, rules and guidelines pertaining to school financing and budgeting.</li> <li>• Knowledge of approaches and methods to parent involvement and public relation techniques and methods.</li> <li>• Knowledge of supervisory techniques, approaches, and procedures.</li> </ul>
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<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Skill in evaluating, delegating, assessing, supervising, and counseling instructional staff.</li> <li>• Skill in planning, developing, and implementing educational programs and initiatives.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Skill in resolving conflicts, and in communicating complex ideas and concepts to the general public and school personnel.</li> <li>• Skill in conducting public relation activities both inside and outside of the organization.</li> <li>• Skill in organizing and supervising administrative functions of the District and for handling the fiscal functions and activities of the building.</li> <li>• Skill in communication, interpersonal skills as applied to interaction with coworkers and the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.</li> </ul>
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<b>Physical Activities/ Requirements</b>	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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