



# Romoland School District

## JOB DESCRIPTION

### ASSISTANT PRINCIPAL ~ K-5 SCHOOL

#### **DEFINITION:**

Under direction of the Principal, assists with the administration and leadership of an elementary school.

#### **EXAMPLES OF DUTIES:**

- Assists in assessing curriculum needs, planning of instructional strategies, implementing and monitoring of instructional programs;
- Assists in directing and evaluating performance of certificated and classified staff as delegated;
- Relates to students with mutual respect while carrying out a positive and effective discipline policy;
- Assist in the total campus supervision of students;
- Motivates employee performance and enhances morale;
- Maintains a commitment to ongoing growth in self and others, supporting and participating in District and site professional growth programs;
- Demonstrates positive attitude toward job and remains a flexible and innovative team builder;
- Has knowledge of and assists in implementation of local policies, state and federal laws relating to minors, staff and school operation;
- Assists in supervision and management of site operation to assure safety and efficiency, and assists in the total campus supervision of students;
- Meets with staff, both certificated and classified, periodically as directed to communicate, receive, input, monitor and provide leadership to school programs;
- Assists in implementation and monitoring of special programs;
- Assists in managing certificated contracts at site level;
- Assists with emergency situations in cooperation with staff and public safety agencies;
- Participates in a wide range of school activities at the direction of the Principal;
- Performs other duties as assigned.

#### **ABILITY TO:**

- Clearly communicate orally and in writing;
- Articulate school and District policy;
- Accept criticism and grow as a result;
- Visualize and implement productive change;
- Self-motivate and motivate others;
- Be creative; and
- Demonstrate exceptional interpersonal skills.

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**EDUCATION AND EXPERIENCE:**

Master's Degree or higher from an accredited college or university. Valid California administrative credential. Valid California teaching credential.

**WORK YEAR:**

210 Days