

SCHOOL DISTRICT OF BRADFORD COUNTY
JOB DESCRIPTION
ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL

QUALIFICATIONS:

1. Master's degree in Educational Leadership or Administration and Supervision from an accredited educational institution.
2. Three (3) years of teaching experience.
3. Certification in Educational Leadership.
4. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the current educational trends, research and best practices related to assignment. Knowledge of human growth and development. Knowledge of group dynamics. Skill in personnel management, interaction, conflict resolution, and supervision techniques. Ability to prepare and manage the school budget. Ability to enforce collective bargaining agreements. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interview techniques, coaching procedures and evaluation procedures. Ability to use public speaking skills effectively and make presentations to a variety of audiences. Ability to use problem-solving skills. Awareness of the organization and operation of a school district and practices related to the assignment. Awareness of the hardware and software applications used throughout the district. knowledge and understanding of all positions supervised. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to tolerate highly stressful situations. Ability to delegate and monitor assignments.

REPORTS TO:

Principal

JOB GOAL

To assist the principal with administrative and instructional functions and development and implementation of the school improvement plan to meet the needs of students and to carry out the mission and goals of the school and the district.

SUPERVISES:

Instructional, Support and Service Personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:**Instructional Program Leadership/Development**

1. Assist in the development, implementation, coordination, organization, management, and evaluation of all aspects of the school's educational program including the use of technology.
2. Provide recommendations to the principal regarding curriculum improvement.
3. Supervise equipment selection, acquisition and inventory.
4. Assist the principal in the administration of the summer school program and before and after school programs.
5. Assist with the coordination of student field trips.
6. Assist in the administration of the school's testing programs.
7. Assist in the coordination of the school's accreditation program.
8. Assist in developing and implementing the school's technology program.
9. Provide leadership and collaboration with the School Advisory Council on the development, implementation, and evaluation of the school improvement plan.
10. Assist in administering the Exceptional Student Education program.
11. Assume responsibility for ESOL documentation, updates and verification on all student files.
12. Supervise the purchase, selection and utilization of textbooks, materials, supplies and equipment.

Personnel Action Services

13. Request, orient and assign substitute teachers.
14. Assist with college/university intern assignment and placement.
15. Assist in managing and supervising the exceptional education, bilingual and ESOL programs and requirements.
16. Assist in the preparation of the master schedule.
17. Assist with the supervision of personnel including orientation of new employees as assigned.
18. Assist in developing personnel assignments and duty rosters.
19. Assist with the interview and selection of personnel to be recommended for employment as required.
20. Assist in implementing and administering the negotiated employee contracts.
21. Assist in the coordination of the school's inservice program.
22. Assist in the development of individual professional development plans as required.
23. Supervise assigned personnel, conduct annual performance appraisals and make recommendations to the principal for appropriate employment action.
24. Provide training programs, assistance and feedback to personnel as required.

School Operations/Delivery Systems

25. Assist in coordinating and managing transportation services at the assigned school.
26. Assist in the effective operation of the school food service program.
27. Assume responsibility for ordering and inventorying instructional materials.
28. Assist the principal with the daily operation of the school.
29. Assist in supervising, monitoring and verifying the accurate and timely completion of data collection and reporting requirements.
30. Assist in the supervision of the maintenance, inspection, safety, and care of the physical plant.
31. Assist in developing and monitoring the school budget as assigned.

ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)

32. Provide assistance to the principal in the formulation and implementation of general school policies and regulations.
33. Assist with the development of positive school/community relations and effective communication and act as liaison between the school and community as required.

Student Support Services

34. Assist with student attendance and discipline as assigned.
35. Enforce district guidelines for proper student conduct with the implementation of disciplinary procedures, policies and statutes that ensure a safe, secure and orderly environment.
36. Maintain visibility and accessibility on the school campus.
37. Assist in coordinating schedules for extracurricular activities and provide supervision for activities as required.
38. Confer with students, parents and teachers to resolve problems and facilitate learning.
39. Assist in interpreting and implementing the Pupil Progression Plan. Personal/Professional Employee Qualities
40. Provide assistance for improving classroom management and the instructional skills of teachers.
41. Participate in county-wide management meetings, conferences, workshops, and other meetings and activities appropriate for professional development.
42. Communicate effectively, both orally and in writing, with parents, students, teachers, district personnel and the community.
43. Model effective listening and positive interaction skills.
44. Model and maintain high standards of professional conduct.
45. Set high goals and standards for self, others and the organization.
46. Keep abreast of trends and changes in educational programs and procedures.
47. Complete all required reports and maintain all appropriate records.
48. Keep the principal informed about potential problems, unusual events or possible opportunities for school improvement.

Leadership

49. Provide a safe, creative and positive environment for optimum growth of all stakeholders.
50. Support and implement the district strategic plan, district school calendar and district staffing plan.
51. Facilitate the involvement of staff, parents and community members in the decision-making process when appropriate.
52. Ensure that all district policies and procedures are followed.
53. Implement School Board policy and state statutes relating to exceptional education and all other state and federally mandated programs.
54. Provide leadership in developing and implementing goals and priorities of the district and school.
55. Serve as the administrative head of the school in the absence of the principal as needed.
56. Assist in planning and implementing the school's public relations program.
57. Follow procedures used in the event of school crises and/or civil disobedience and provide leadership in the event of such incidents.
58. Act quickly to stop possible breaches of safety, ineffective procedures or interference with operations.

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- 59. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 60. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the districts approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*All Performance Responsibilities are Essential Performance Responsibilities