

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Certified Personnel: Selection

Section Title: Statement of Guiding Principles - Job Description: Principal Assistant

Sub Section No. 400a

Page 1 of 2

TITLE: Principal Assistant

QUALIFICATIONS: Master's Degree in Educational Administration and/or school principal Endorsement Pre-K-12 preferred, or current enrollment in accredited educational administration program.

Five (5) or more years of successful teaching and/or administrative experience at the level for which the candidate is applying.

Demonstrated ability to communicate via multiple channels effectively and collaboratively with a variety of audiences.

Exhibits strong organizational skills with an ability to prioritize.

Possesses the ability to manage and facilitate change, actively listen, and exhibit problem-solving and facilitation skills.

REPORTS TO: Building Principal(s)

SUPERVISES: Building staff as assigned by supervisor

JOB GOAL: Assist the building principal(s) in providing leadership and managerial oversight to the instructional program and school operations and in promoting the academic and behavioral development of each student. Ensure the school's academic programs and systems are successfully implemented in order to maximize teacher instruction and student learning experiences.

PERFORMANCE RESPONSIBILITIES:

1. Assists the building principal(s) in providing strategic leadership to ensure all staff adhere to site, district, and state educational standards and goals as well as the Post Falls School District mission and vision.
2. Supports the building principal(s) in monitoring, facilitating, and evaluating staff implementation of the school improvement plan. This includes instructional coaching for certified staff and support of their effective use of instructional strategies, district-adopted curricular materials aligned to Idaho State adopted standards, and analysis of district assessments to make instructional decisions.
3. Assists building principal(s) in delivering professional development to staff and in developing an environment for effective staff and collaboration meetings focused on student growth.
4. Provides support to the building principal(s) to influence, establish, and sustain a positive school culture conducive to continuous improvement for students and staff through mentorship, motivation, and morale building.
5. Assists building principal(s) in student management and discipline on a building-wide basis, ensuring the physical, social, mental, and intellectual safety of students and staff. Demonstrates the ability to constructively work with students exhibiting behavioral challenges.
6. Communicates and partners with families, staff, and community members to promote student learning. Participates in the coordination and planning of parent engagement activities.

7. Utilizes Charlotte Danielson's Framework for Teaching to plan, conduct, and maintain performance evaluations designed to ensure building goals and objectives are achieved.
8. Collects, analyzes, and synthesizes student data and leads data-driven conversations among staff members regarding student growth and progress.
9. Possesses knowledge of local, state, and federal regulations regarding students with disabilities and the Individuals with Disabilities Education Act (IDEA). Serves as principal designee as appropriate at IEP, 504, or other meetings.
10. Assists building principal(s) with conducting safety drills and their proper documentation and facilitating staff discussions about such topics. Maintains contact with the building principal(s) regarding safety issues and during emergencies.
11. Organizes and administers, in collaboration with the building principal(s), school-wide support systems which provide optimal educational opportunities for students. These may include but are not limited to new teacher mentoring activities; MTSS and/or leadership meetings; data conversations, grade level, and/or vertical alignment collaborations; and assemblies.
12. Assists in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements.
13. Assists in the supervision of school functions, activities, and events, including evening responsibilities.
14. Assists building principal(s) in developing school schedules and partners with the building principal(s) to supervise, direct, and coordinate the assignment of instructional and support personnel as related to those schedules.
15. Demonstrates confidentiality, integrity, honesty and respect.
16. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT: One year only contract based on qualifications and experience. 187 day Idaho State Approved Educator contract.

SALARY: Determined by education and experience starting at \$76,500.

EVALUATION: Performance of this job will be evaluated annually in accordance with provision of the Board's policy on evaluation of certificated personnel.

Legal Reference:	I.C. 33-512	Governance of Schools
	I.C. 33-513	Professional Personnel
	I.C. 33-515	Issuance of Renewable Contracts
	I.C. 33-1201	Certificate Required
	I.C. 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.026.01	School Principal Endorsement (Pre-K-12)

Adopted: 5/9/22

Updated: 4/8/24