

Assistant Principal, Elementary School

Purpose Statement

The Assistant Principal, Elementary School, plays a crucial role in supporting the instructional process by overseeing assigned programs and services at the elementary level. This position involves providing information and resources to staff, supervising assigned personnel, coordinating school activities, and addressing issues that arise on campus or with students. The Assistant Principal is instrumental in creating a positive learning environment, planning and implementing school programs, driving change, and making key decisions to enhance educational outcomes.

Supervisory Relationship

Reports to: Principal

Essential Functions

- **Leadership and Coordination:** Chair and facilitate various meetings related to curriculum, safety, site advisory, and special district committees to coordinate activities and ensure alignment with school, district, and state objectives. Manage school administrative functions, including student disciplinary policy, student scheduling, and personnel assignments, to enforce policies and maintain operational efficiency.
- **Data-Driven Decision Making:** Collect and analyze data such as building records, assessment results, and attendance to identify goals, assess effectiveness, and promote continuous improvement.
- **Staff Supervision and Development:** Evaluate and support assigned personnel through classroom observations, performance evaluations, and coaching to ensure high standards and maximize staff performance. Supervise school personnel, including screening and selection of support staff, to foster professional growth and achieve curriculum objectives.
- **Community and Communication Engagement:** Facilitate communication among staff, parents, students, and community organizations to foster productive relationships, solve problems, and resolve conflicts. Represent the school in community forums to promote engagement and support for school initiatives.
- **Quality Learning Enhancement:** Develop, implement, and evaluate quality learning programs to ensure excellence, equity, and equality for staff and students. Serve as an instructional leader, promoting academic success and personal well-being for all students.
- **Behavioral Interventions:** Intervene in student behavioral issues to nurture a culture of shared accountability and support positive behavior.
- **Policy Implementation and Compliance:** Implement school policies, procedures, and processes to ensure effective management and promote social and academic learning. Prepare various reports and materials to document activities, provide references, and communicate information.
- **Professional Development:** Participate in meetings, workshops, and seminars to convey and gather information necessary for job functions. Attend ongoing training to stay current with educational best practices and policies.
- **Adhere to School Policies:** Follow all school policies and procedures to ensure consistency and compliance.
- **Attendance:** This position requires prompt and consistent attendance to fulfill job responsibilities effectively.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the overall operation of the school.

Job Requirements: Minimum Qualifications

Skills

- Strong project planning and management skills

- Deep understanding of behavioral supports and positive interventions
- Proficiency in pertinent software applications
- Ability to prepare and maintain accurate records
- Administration of personnel policies with a creative and solution-oriented approach
- Effective data use and analysis

Knowledge

- Comprehensive knowledge of relevant codes, policies, regulations, and laws
- Expertise in conflict resolution and bookkeeping principles
- Understanding of management and supervision concepts
- Appreciation for the importance of a unified vision

Abilities

- Schedule and manage various activities, meetings, and events
- Collect, collate, and classify data effectively
- Use basic job-related equipment proficiently
- Work independently and collaboratively with a diverse group of individuals
- Maintain confidentiality and set priorities amidst frequent interruptions
- Create a positive school climate and lead change initiatives
- Adapt to changing work priorities

Responsibility

Operate independently under broad organizational guidelines to achieve objectives. Direct a small work unit and monitor budget expenditures. Utilize resources from other work units as needed. Have a significant impact on the organization's services.

Work Environment

Occasional lifting, carrying, pushing, and pulling. Significant fine finger dexterity. Generally involves 60% sitting, 20% walking, and 20% standing. Minimal temperature variations and generally hazard-free environment

Experience

Job-related experience with increasing levels of responsibility is required.

Education

Master's degree in a job-related area

Certificates and Licenses

Level EP01 Elementary Principal Credential and Valid North Dakota Teaching Certificate

Continuing Education/Training

Maintains certificates and/or licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

Elementary School Assistant Principal (197 days)

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.