



VACANCY ANNOUNCEMENT ELM STREET ELEMENTARY SCHOOL

JOB DESCRIPTION

POSITION TITLE: (SA3a) Elementary Assistant Principal
DEPARTMENT: School Administration
WORK DAYS: 210
REPORTS TO: Principal
SALARY SCHEDULE: A Level 1

REQUIREMENTS:

<ul style="list-style-type: none"> ● Educational Level: Master Degree in Educational Leadership required, or Master Degree in other education field which requires completion of an Educational Leadership program within 5 years
<ul style="list-style-type: none"> ● Certification/License Required: Valid Georgia Educational Leadership Certificate at level 5 or higher, or meets qualifications for NPL-5 and passing score on the GACE Educational Leadership Assessment
<ul style="list-style-type: none"> ● Experience: 3 years successful educational experience
<ul style="list-style-type: none"> ● Physical Activities: Routine physical activities that are required to fulfill job responsibilities
<ul style="list-style-type: none"> ● Knowledge, Skills, & Abilities: Written and oral communication, leadership, organizational and interpersonal skills, computer competence, instructional strategies that connect the curriculum to the learners, student management

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

<ul style="list-style-type: none"> ● Demonstrates prompt and regular attendance
<ul style="list-style-type: none"> ● Assumes responsibility in the absence of the principal; assists in the enforcement of policies concerning student discipline and attendance
<ul style="list-style-type: none"> ● Keeps the principal apprised of activities, situations, and developments that affect the school operation
<ul style="list-style-type: none"> ● Assists in the supervision, observation, and evaluation of staff
<ul style="list-style-type: none"> ● Assists with directing and improving curriculum and instruction
<ul style="list-style-type: none"> ● Assists with the organization and implementation of staff development; assists in the supervision of extracurricular program; assists with safeguarding the health, safety, and welfare of students
<ul style="list-style-type: none"> ● Supervises student activities, assemblies, and other activities;
<ul style="list-style-type: none"> ● Assists in organizing student activities; assists with the supervision of student orientation, registration, and scheduling
<ul style="list-style-type: none"> ● Assists with the maintenance and operations of the school facility
<ul style="list-style-type: none"> ● Assists with the administration and supervision of the total school program in accordance with applicable regulations
<ul style="list-style-type: none"> ● Assists with the financial operation of the school, as needed; demonstrates consistent appropriate fiscal management of funds

<ul style="list-style-type: none">• Serves as a member of Tribunal panels, as needed
<ul style="list-style-type: none">• Performs other duties as assigned by principal
