

Elementary Assistant Principal

Purpose Statement

The job of Elementary Assistant Principal is done for the purpose/s of providing support to the instructional process with specific responsibility for directing assigned school programs and services at an elementary school; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities; and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Principal

Essential Functions

- Facilitates the development, communication, implementation and evaluation of quality learning (e.g. the evaluation of student data to guide instructional decisions, ongoing staff development, curriculum writing, etc.) for the purpose of enhancing excellence, equality and equity for staff and students.
- Facilitates meetings, processes, etc. (e.g. tutoring program development; student activities and events; supervision of students in the classroom; conferences with parents, students, staff, community stakeholders;, etc.) for the purpose of meeting curriculum guidelines and/or ensuring that state mandates are achieved.
- Implements policies, procedures and/or processes (e.g. supervision of building staff, other than Principal, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students (e.g. implementation and enforcement of district student discipline policies., etc.) for the purpose of assisting students in modifying behavior and developing successful interpersonal skills.
- Manages a variety of school administrative functions (e.g. attendance, PBIS-student discipline and leadership policy, school schedule, assigned personnel, supervision of halls and cafeteria, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Participates in meetings, workshops and seminars (e.g. instructional leadership for on-going staff development seminars., etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises school personnel (e.g. all building staff, including evaluation of assigned personnel, except Principal, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Supports principal for the purpose of providing assistance with administrative functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet

changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; required to work some evenings and weekends; and adapting to changing work priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Administrators Credential State Boards

Continuing Educ. / Training

Continuing Education Requirements
Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade