

LAKEVILLE AREA PUBLIC SCHOOLS
POSITION DESCRIPTION

POSITION TITLE:	Elementary AP/Dean of Students	LOCATOR: (Office Use Only)
DEPARTMENT/BUILDING:	Elementary	POSITION CLASSIFICATION:
TITLE OF IMMEDIATE SUPERVISOR:	Building Principal	BARGAINING UNIT: LASA

POSITION SUMMARY:

The elementary assistant principal is responsible for directly assisting the school principal in the leadership, coordination, supervision and management of the school programs and operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

Leadership

1. Actively promote school mission, vision and objectives to students, parents, and community
2. Collaborate with all employees to familiarize and reinforce the range of school services to improve individual student learning experiences
3. Coordinate with Intervention Support Team services including Special Education, 504 services, Title I and student mental health services
4. Develop and implement student orientation and transition programs in coordination with the Learning Specialists
5. Facilitate continuous school improvement plans
6. Represent the principal at school, professional and public meetings in the principal's absence
7. Develop schedules - master schedule, noon supervision, rooms
8. Attend and coordinate staff development, PLC meetings, equity trainings/meetings, staff meetings in coordination with Learning Specialists
9. Lead and support PLCs for all specialists and grade levels in coordination with the Learning Specialists
10. Attend meetings and conferences as directed by the principal
11. Demonstrate professional, ethical, and responsible behavior

Supervision

1. Conduct teacher, LEAF, custodial and kitchen observations and performance reviews
2. Supervise and coordinate building supervision before and after school, during recess, lunchroom and hallways
3. Supervise and coordinate bus transportation
4. Supervise and coordinate student activities, assembly programs, concerts and evening activities

5. Supervise and coordinate student assessments in coordination with the Learning Specialist
6. Supervise and coordinate building emergency services
7. Coordinate and assign lunchroom supervision
8. Be responsible for building security, property and persons

Student Support

1. Direct student responsibilities include:
 - a. Support the success of school wide PBIS in coordination with the school counselor
 - b. Monitor student attendance and process truancy issues in coordination with the school counselor
 - c. Student discipline
 - d. Student support services including mediation, guidance, restorative practice in coordination with the school counselor
2. Maintain student records and protect confidentiality
3. Communicate regularly with families

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Stays informed on latest research regarding assessment and grading practices, social emotional learning, teaching and learning strategies, and educational technology
2. Assist the principal with implementation of School District policies
3. Perform other duties as assigned by the building principal

POSITION QUALIFICATIONS:

1. Master's Degree in education and minimum five years of teaching experience
2. Must possess a valid license as a principal in the State of Minnesota
3. Ability to establish and maintain effective working relationships with school officials, parents, students, teachers, support staff and associates.
4. Excellent verbal, written and electronic communication skills required
5. Focus on equity and equitable outcomes for all students

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand			X	
Walk			X	
Sit				X
Use hands dexterously (use fingers to handle, feel)				X

Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (lift and carry):			X	
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

DATE:6/11/2021