

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

JOB TITLE: Assistant Principal – Elementary School

REPORTS TO: Principal

CERTIFICATION REQUIREMENTS: Teaching Certificate and Type 75 General Administrative Certificate
Minimum of 5 years classroom instruction experience.
Experience in providing curriculum leadership and innovation
Proven leadership skills

WORK YEAR: Elementary School, 12 month, Full Time

PRIMARY RESPONSIBILITY: The Assistant Principal assists the principal in the administration, organization, safety, supervision and educational leadership of the school. A majority of the Assistant Principal's time shall be spent on curriculum and staff development.

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

Management Skills:

1. With the Principal, assumes responsibility of the safety and administration of the school facility.
2. Participate in the design and implementation of a school wide RtI plan.
3. Coordinate building testing, including but not limited to, PARCC testing, MAP testing, ACCESS testing, etc. including AYP data analysis, programming, and Board presentations.
4. Facilitate and oversee the overall curricular and extra-curricular program.
5. Responsible for maintaining a clean and safe building.
6. Monitors the attendance and conduct of students, imposes discipline as authorized by the Board and suspend students in accordance with the requirements of The School Code.
7. Responsible for conducting all appropriate fire, evacuation, shelter in place, lockdown and bus drills and annually informing staff members regarding location and use of fire extinguishers.
8. Develops emergency plans and practice drills for those plans.
9. Responsible for organizing the playgrounds, lunchrooms and noon hours in the best interest of the students.
10. Maintains the calendar of activities, school and community, for building usage purposes.
11. Assists in enrolling all students on appropriate registration forms; ensures that all tuition students have signed tuition agreements.
12. Oversees building bus duty and lunchroom/recess schedules and assists with supervision as needed.
13. Assist the Principal in the preparation, control, administration and implementation of budget matters pertaining to their building.

Special Education:

14. Provide feedback, support and assistance to licensed instructional staff regarding Individual Education Plans (IEPs), 504 plans, Behavioral Improvement Plans (BIP), Three-Year Re-evaluations, Child Study documentation, and other related areas.
15. Participates in IEP staffing and annual reviews for students.

Leadership:

16. Act in an advisory capacity upon request, to the building Principal and/or the Superintendent and his/her designee, on matters pertaining to the formulation and execution of policy.
17. Works cooperatively with the teaching staff in the best interests of the students.
18. Assists the Principal in matters pertaining to the health and welfare of the students and teachers.
19. Assists the Principal in handling all complaints affecting his/her school referred by the Superintendent, investigates the same where facts seem to warrant, and refers those cases to the Superintendent or designee where a satisfactory conclusion cannot be reached.
20. Performs other tasks as assigned by the building Principal.

Personnel:

21. Assists in supervising the education program of the school.
22. Assists in the recruiting and hiring process of building staff.
23. Assists in the performance evaluation of the school's certified and non-certified staff.
24. Assists in the assignment of the teaching staff within his/her building.

Instruction:

25. Assists in the leadership of curriculum and staff development at his/her school.

Communication:

26. Keeps the Principal and Superintendent and his/her assistants completely and continuously informed regarding the condition of the school, its operation, and activities/
27. Works with the Principal cooperatives to maintain good public relations with the community and for fully utilizing community resources to enrich the learning program.
28. Notifies the personnel and payroll offices of substitutes employed and forward all necessary forms to the Administration Building.

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Newly hired Administrators will be placed on the Administrator Salary Schedule based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____