

RED LION AREA SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: ELEMENTARY ASSISTANT PRINCIPAL

STATUS: EXEMPT – 29 C.F.R. §541.100, §541.204

QUALIFICATIONS:

1. Maintain a valid Pennsylvania certification in accordance with CSPG 95.
2. Minimum of five (5) years of successful teaching experience in a public school system.
3. Such alternatives or equivalents to these requirements as the Board may find acceptable.

REPORTS TO: BUILDING PRINCIPAL

JOB GOAL: To assist the building principal in providing day-to-day leadership and oversight of a school building.

ESSENTIAL FUNCTIONS:

1. Assist in the establishment and promotion of the mission, vision, and goals of the District at the assigned building to achieve consistency across all schools in the District.
2. Assist in providing operational leadership and direct supervision of all supporting staff in the assigned building, including the delivery of overall operational direction, coaching, and annual performance evaluations.
3. Assist in the development of a master schedule each school year that maximizes the efficient use of District personnel and resources.
4. Conduct and oversee formal and informal teacher observations according to the differentiated supervision plans selected by assigned professional staff.
5. Assist in interviewing, selection, and placement of all staff, including both professional and support staff employees.
6. Assist the building principal in the development of meaningful professional development activities.
7. Assist the building principal in ensuring that all instruction conforms to District curriculum guides, Pennsylvania standards, and best practices for student engagement and learning.
8. Work with assigned professional staff to ensure that all students receive meaningful and engaging instruction through the use of a variety of teaching strategies, including appropriate supplemental technology integration techniques.

9. Supervise the monitoring of student progress in the assigned building and ensure the maintenance of accurate records of both instructional and non-instructional events through the collection, organization, and interpretation of appropriate learning data, and intervene and remediate as necessary to ensure maximum student growth and/or achievement.
10. Assist in the supervision of all grade- and content-level teaming to ensure cooperative planning and ensure all instruction in the assigned building conforms to District curriculum guides, Pennsylvania standards, and best practices for student engagement and learning.
11. Maintain professional, ongoing communication with parents/guardians, as needed, relating to student educational, developmental, and social progress.
12. Engage parents/guardians through structured activities, as directed by the District and/or other supervisor, including parent conferences, open houses, meet-the-teacher activities, and other similar activities.
13. Ensure that all professional staff in the assigned building maintain accurate attendance records as directed by District policy.
14. Provide input and support in the development of Individualized Education Programs and 504 plans, including serving as LEA at meetings whenever necessary.
15. Ensure that all supervised professional staff provide specially-designed instruction and assessment that conforms to the requirements of all Individualized Education Programs and 504 plans for affected students in the classroom.
16. Supervise and evaluate paraprofessional staff at the direction of the building principal.
17. Perform all necessary tasks to ensure a safe educational classroom and school environment.
18. Monitor and correct, as necessary, the behavior of all students in all areas of the building during school hours and enforce the student code of conduct.
19. Demonstrate professionalism in both service to students and to the profession, and comply with the Code of Professional Practice and Conduct for Educators and any other legal standards and/or regulations related to professional conduct both in and out of school.
20. Identify and recommend maintenance, repairs, and/or improvements of the assigned building to the building principal.
21. Oversee and attend building-related activities as directed.
22. Promote positive community interaction among staff and students in the assigned building.
23. Promote professionalism among staff and administrators.
24. Demonstrate professionalism in both service to students and to the profession, and comply with the Code of Professional Practice and Conduct for Educators and any other legal standards and/or regulations related to professional conduct both in and out of school.
25. Promote positive public relations through appropriate interaction with the media, parents, taxpayers, staff, and others.

26. Assist in the preparation and management of an annual building budget in accordance with budgetary timelines set forth in Board Policy, Administrative Regulations, and at the direction of the Chief Financial Officer.
27. Prepare annual performance goals that are strategic, measurable, attainable, results-oriented, and time-bound.
28. All other duties as assigned by the building principal or other supervisory personnel.

PHYSICAL DEMANDS: Constant bending, twisting, lifting, pushing, and pulling. Constantly alternating between sitting and standing. Normally does not work at heights above ten feet. Normally does not lift any object weighing more than fifty pounds.

SENSORY ABILITIES: Visual acuity.
Auditory acuity

WORK ENVIRONMENT: Typical administrative office environment. Subject to inside and outside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high levels of stress.

COGNITIVE ABILITY: Ability to communicate effectively.
Ability to organize tasks.
Ability to handle multiple tasks.
Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills.
Must possess managerial skills.
Must possess computer skills.
Ability to operate various office equipment.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

TERMS OF EMPLOYMENT:

Salary, work schedule, and other conditions of employment are in accordance with the board-approved Act 93 compensation plan.

The information contained in this job description is for compliance with Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for the position. The individual currently holding this position performs additional duties as may be assigned.

The District may make reasonable accommodations consistent with all applicable laws and regulations, to enable individuals with disabilities to perform the non-exhaustive list of essential functions in this job description. Reasonable accommodations may only be made pursuant to an interactive process and only to the extent such accommodations do not pose an undue hardship or direct threat to the health and safety of the school community.

The Red Lion Area School District is an Equal Opportunity Employment, Educational/Service Organization.

Date Revised: November 1, 2023

Employee: _____