

Position Title: Elementary Assistant Principal

Report To: Superintendent

Salary Range: 68,000-80,000

Responsibility:

The Elementary Assistant Principal is responsible for providing effective instructional leadership and is accountable for assisting in the school’s operation. Major responsibilities can include the educational program, professional and classified staff, student development, facility maintenance and management, fiscal management activities, and developing effective community relations.

Qualifications:

1. Minimum of three (3) years teaching experience.
2. Elementary Principal Certification.
3. Educational Specialist Degree with Doctorate preferred.
4. Effective leadership skills and experiences.
5. Proven background in instruction, assessment, and professional development.

Essential Job Functions:

1. Participates in helping develop building goals according to the educational goals of the district.
2. Helps develop and implements educational programs according to goals and strategic plan of the district and school site based team.
3. Helps with staff to develop a procedure to improve the assessment and instructional techniques used to teach the curriculum and develop a plan that allows teachers to practice new assessment and instructional techniques.
4. Ensures faculty involvement in the identification and development of goals that improve classroom instruction and increase student learning. Helps provide leadership in developing the necessary climate for change and growth within the school.
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6. Demonstrates effective screening and interviewing skills to select staff that will complement existing staff.
7. Observes instruction and provides feedback to teachers to improve instruction.
8. Provides staff development on an ongoing basis to involve staff in assessing and improving instruction, improving building communication, improving working relationships in the school, and improving ways to provide support to staff.
9. Helps provide an orientation program for new staff members.
10. Monitors student progress throughout the year.
11. Provides for a safe, orderly, positive, clean school environment.
12. Supports and participates in parent/community activities.
13. Provides for a systematic program of self-evaluation to improve daily performance.
14. Helps manage resources, personnel, and time in order to provide for effective and efficient day-to-day. Operation of the school.