

ASSISTANT PRINCIPAL

PRIMARY FUNCTION

Performs administrative duties in the absence of the principal; serves as an assistant principal at schools designated by the superintendent, assists the principal in curriculum planning, staff development activities, and public relations with parents. Responsible for the operation of the school and its personnel in conjunction with the principal.

Directly Responsible to: The Principal

ASSIGNED RESPONSIBILITIES

- Assists with the supervision and operation of the school in conjunction with the principal
- Assists in the development of a long-range school curriculum plan
- Assists in providing advice and consultation to the professional staff in the development and execution of effective instructional methods and programs
- Assists in coordination of special education programs in the school
- Assists in various writing opportunities, i.e. grants, applications for various honors, etc.
- Assists in planning, administration, and controlling school budget, including specially funded programs
- Assists in keeping current on innovative methods in the field of education, including new programs, materials, methods, and equipment
- Assists in providing relevant inservices for certificated personnel, classified personnel, and parent volunteers
- Articulates with the principal on all school curriculum and personnel matters
- Attends meetings and extra curricular activities at the request of the principal
- Takes the necessary steps in case of pupil injury or illness to contact parents, render first aid, and contact a doctor if the situation warrants
- Assists with communication with parents
- Assists with pupil discipline and behavior management

- Supports the District's program and its policies and working for their improvement
- Maintains Confidentiality
- Assists in evaluating staff members as directed by the principal
- Serves as Summer School Principal
- Serves on assigned district-wide committees
- Performs other duties as designated by the Principal

MINIMUM QUALIFICATIONS

- A valid Administrative Credential
- Five years experience in public schools of which not less than four years have been successful teaching experience
- Meets District standards for physical and mental health

DESIRABLE QUALIFICATIONS

- Master's Degree and advanced study in the field of elementary education, including the areas of administration, supervision, and curriculum development
- Successful leadership experience such as Head Teacher, Learning Specialist, Mentor, etc.
- Teaching experience at primary (K-3) and intermediate levels (4-6)
- Knowledge of and commitment to contemporary management and instructional techniques
- Knowledge of elementary curriculum, including highly developed competencies in at least one content area
- Knowledge of evaluation procedures
- Ability to represent the school with responsible, mature judgment, tact, and decisiveness
- Ability to assist in effecting positive change in staff and programs
- A current Red Cross Standard First Aid Certificate
- CLAD Certification and/or second language ability

ESSENTIAL JOB FUNCTIONS :

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Vision which allows accurate observation from a distance

- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to perform non-violent crisis intervention procedures
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension
 - shoulder extension and flexion
 - back lateral flexion
 - hip flexion and extension
 - knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.