

Assistant Principal, Elementary School

Purpose Statement

The job of Assistant Principal, Elementary School is done for the purpose/s of providing support to the instructional process with specific responsibility for directing assigned programs and services at an elementary school; providing information and serving as a resource to others; supervising assigned staff; and coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students. Functions include establishing a climate conducive to learning, planning, and coordinating programs, affecting change, and decision making.

This job reports to Principal

Essential Functions

- Chairs and/or facilitates meetings (e.g. curriculum, safety, site advisory, special district committees, conferences between parents, teachers and/or students, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Collects and analyzes data (e.g. building records, reports, assessment results, student attendance, etc.) for the purpose of identifying goals, assessing organizational effectiveness and promoting organizational learning.
- Evaluates assigned personnel (e.g. conducts classroom observations, evaluation, coaching, etc.) for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, community, students and/or parents (e.g. establish and maintain relationships with the PTA and other community organizations, etc.) for the purpose of evaluating situations, and/or initiating activities which foster productive parent and community involvement, solving problems and/or resolving conflicts.
- Facilitates the development, communication implementation and evaluation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students.
- Implements policies, procedures and/or processes for the purpose of ensuring effective and efficient management of the school to promote students' social and academic learning.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of monitoring and nurturing a culture of shared accountability for colleagues, for students and for the school as a whole.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, student school schedule, assigned personnel, may assist in planning of the master teacher and student scheduling, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Observes classroom instruction for the purpose of evaluating the implementation of established curriculum, instructional techniques, classroom management and assisting the site administration.
- Participates in meetings, workshops and seminars (e.g. meetings with staff to implement directives from district level, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Presents information (e.g. budget overviews, accounting processes, distribution formulas, registration, new teacher orientation, summer school, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of promoting communities of engagement for families and other stakeholders in the school's community.
- Serves as an instructional leader for the purpose of promoting the academic success and personal well-being of every student.
- Supervises school personnel (e.g. may conduct employee screening and selection for support staff positions, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Supports principal for the purpose of providing assistance with administrative functions.
- Works with the principal, teachers, parents, educational team (e.g. work with staff and stakeholders to organize and celebrate differences in cultures through program materials and activities for students and families, etc.) for the purpose of ensuring appropriate programming for all students in social and academic learning.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; strong understanding of "why people behave" and positive behavioral supports; using pertinent software applications; preparing and maintaining accurate records; administering personnel policies; creative/solution oriented; and data use and analysis.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles; concepts of management and supervision; and understanding the importance of unified vision/shared vision.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; leading change; and adapting to changing work priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

A Level EP01 Elementary Principal Credential
A Valid North Dakota Teaching Certificate

Teaching Credential

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Elem School Asst Princ
(197 days)