

Elementary School Assistant Principal

Reports to: Principal

Location: Fayette County

Student Population: Approximately 110 - 750

Grades: PK-4 or PK-5 or K-4 or K-5 or K-6

School Staff: Approximately 15 - 100

Job Goal: To assist the school principal with the organization, administration, and operation of the school's programs.

Qualifications:

- Shall hold a master's degree and principal certification in the appropriate grade level.
- Shall have completed three (3) years of successful school-related, educational experience, preferably at the elementary school level.
- Educational work-related references validating satisfactory performance.

Length of Employment Term: 215 days (10-¾ school months)

Salary: Assistant Principal's supplement added to teacher's salary scale according to years of experience and degree.

Responsibilities:

- Assist the principal in the overall administration of the school
- Act as principal in the absence of the school principal.
- Assist the principal in developing curriculum and planning courses of study.
- Assist the principal in arranging the master teaching schedule and special assignments as needed.
- Assist the principal in evaluating and counseling staff members regarding their individual and group performance.
- Attend special events held to recognize student achievement.
- Attend school sponsored activities, functions and athletic events as directed by the principal.
- Supervise student traffic in corridors, buildings, on the school grounds and student parking areas.
- Assist in maintaining discipline throughout the student body, and deal with special cases as necessary.
- Assist in scheduling classes and extracurricular activities and preparing student schedules.
- Supervise the reporting and monitoring of student attendance, and work with the county attendance director in investigative follow-up activities.
- Assist in conducting safety inspections and safety drill activities.
- Aid parent, faculty, and student groups as requested by the principal.
- Perform record keeping functions as assigned by the principal.
- Work with department heads and school staff as directed by the principal.
- Assume responsibility for coordinating transportation, custodial, cafeteria and other support services as directed by the principal.
- Assist with the gathering, analysis and synthesis of data necessary to establish and attain goals.

- Organize and utilize resources to attain goals.
- Provide purpose and direction in areas of responsibility.
- Manage consensus and group behaviors.
- Promote the enhancement of the organization and assist in providing purpose and direction for the school.
- Delegate authority and responsibility clearly and appropriately to achieve goals.
- Utilize effective written and spoken communication skills.
- View self as a leader, initiate action, take responsibility and motivate others to assist in setting and achieving organizational goals.
- Demonstrate instructional leadership with the principal to enhance school effectiveness by assisting in improving instruction and augmenting student performance.
- Manifest values about the school/community including students' welfare, fairness to staff, and demonstrate behavior consistent with these values.
- Listen, understand and verbalize the concepts, thoughts and ideas held by others to ensure an understanding of their feelings and position.
- Utilize appropriate problem solving and decision-making skills.
- Gather and effectively analyze data before arriving at conclusions.
- Utilize effective group process and facilitation skills.
- Gain and sustain the attention of others; understand the diversity among different groups and react appropriately.
- Establish high work standards for self and others.
- Devise opportunities to receive adequate information on the progress of work accomplishments, delegate activities, and offer timely feedback relating to quality and productivity.
- Create opportunities for the development of human resources and enhance quality of total school organization.
- Plan effectively to meet goals by identifying needed resources, establishing timelines and determining needed activities.
- Provide leadership in the implementation of technology standards.
- Perform other duties as may be assigned by the principal.