

February 2019

I. TITLE: Elementary Assistant Principal

II. QUALIFICATIONS:

- A. Master's degree or higher from an accredited college or university.
- B. Valid Idaho Principal's Certificate.
- C. Minimum of four years of full-time certificated experience working with students, Pre-K-12, while under contract in a school setting
- D. Completion of an administrative internship or have one year of experience as an administrator in grades Pre-K-12.
- E. Have completed a state-approved program of at least 30 semester (forty-five quarter) credit hours of graduate study in school administration for the preparation of school principals at an accredited college or university. This program shall include competencies in the following areas:
 - a. Leadership, ethics, and management of change
 - b. All forms of communication, including technology, advocacy, and mediation
 - c. Customer involvement and public relations
 - d. Staff development and supervision of instruction
 - e. School law and finance (including special education), and grant writing
 - f. Curriculum development, integration of technology, delivery, and assessment
 - g. Education of all populations, including special education
 - h. Student behavior management/positive behavior supports/effective discipline
- F. Proven ability to have positive interactions with teachers, students and patrons.
- G. Strong communication skills including listening.
- H. Ability to foster a positive work environment.
- I. Experience working in a low SES school.
- J. Background in curriculum or professional development.
- K. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

III. REPORTS TO: Building Principal.

IV. JOB GOALS:

To support the delivery of School District 91's written, taught, tested and reported curriculum and contribute to maximizing student achievement.

To ensure the reflection and communication of a positive image and attitude toward decisions and functions of the district as they relate to the public, staff, parents, and students.

V. PERFORMANCE RESPONSIBILITIES:

- A. Assists with the general administration of the school and serves as the acting principal when the principal is absent and is so assigned.
- B. Participates in the establishment and maintenance of an effective learning climate in the school.
- C. Supports the guides for proper student conduct and maintaining student discipline, and is responsible for working with individual students, teachers and parents with regard to behavior problems.

- D. Assists in the recruiting, screening, hiring and training of the school staff.
- E. Assists in the supervision of the building and grounds.
- F. Participates in the assignment of professional and classified personnel in the school and conducts evaluations in accordance with district policies and procedures.
- G. Supports the principal in the planning, organizing and implementing of all school activities.
- H. Assists with the orientation of newly assigned staff members and assists in their development as appropriate.
- I. Assists the principal with the coordination of such support services as maintenance, security, food services, recreational programs, financial and accounting functions, media center activities, etc.
- J. Participates in the supervision and evaluation of the faculty including a review of their teaching techniques, serving as a resource to assist them in improving their overall instructional program and coordinating staff improvement activities between their peers and the building principal.
- K. Conducts a schedule of classroom visits as assigned by the building principal to ensure that an effective instructional program is being carried out to meet the needs of individual students as nearly as possible.
- L. Assists with the preparation and management of the school budget in accordance with guidelines provided by the Administration Office.
- M. Serves as a member of the building pre-referral team for all students referred to special programs, and serves on the IEP Team, as assigned, for students enrolled in special education and assists with implementing all aspects of IDEA.
- N. Assists with the administration of district and state testing programs including the ISAT at the grade levels as directed by the Board and state regulations.
- O. Establishes and maintains favorable relations with local community groups and individuals to foster understanding and to solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
- P. Participates in the responsibility for the safety and security of the students and all others participating in the educational program of the school.
- Q. Participates in the responsibility for the administration and maintenance of the school plant and facilities.
- R. Seeks out opportunities for professional growth.
- S. Maintains high standards of ethical behavior and confidentiality of student information.

VI. OTHER DUTIES AND RESPONSIBILITIES:

- A. Performs all other duties as assigned.

VII. TERMS OF EMPLOYMENT:

This is a full-time position scheduled for 200 days per year. Benefits will be in accordance with approved board policy. Salary will be in accordance with the placement on the Administrator's Salary Schedule commensurate with years of experience and education.

VIII. EVALUATION:

Performance of this position will be evaluated annually by the building principal in accordance with board policy.

Equal Opportunity Employer