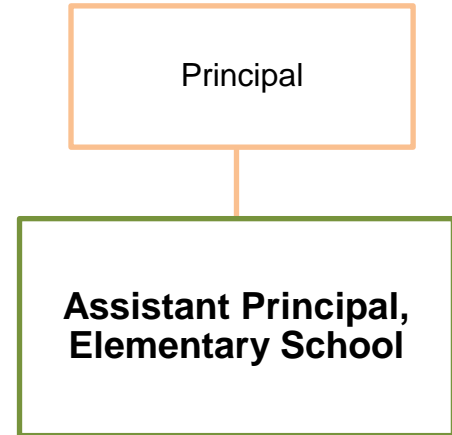


## ASSISTANT PRINCIPAL, ELEMENTARY

<b>Job Title:</b>	Assistant Principal, Elementary School
<b>Initial:</b>	May 26, 2010
<b>Revised:</b>	
<b>Work Year:</b>	203 days
<b>Office:</b>	Education
<b>Department:</b>	Assigned School
<b>Reports To:</b>	Principal
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Administrative Salary Schedule

**Related Organization Chart**



**POSTION SUMMARY:** The Assistant Principal (AP) assists the Principal with leadership, direction, supervision, operations and accountability at the assigned elementary school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Serve as an instructional leader by monitoring implementation of professional development -through classroom visitations and grade level meetings, and team planning.
- Supervise employees including serving as an instructional leader assigning and directing work, interviewing, evaluating performance, discipline and resolving issues.
- Implement and monitor school-wide behavioral expectations and policies; address safety and welfare issues by holding meetings with parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and regulations.
- Create partnerships with parents and community.
- Monitor attendance trends including overseeing truancy interventions.
- Implement instructional and assessment strategies by collecting and analyzing student achievement data, facilitating discussions amongst teachers and staff and working with the Principal and District Instructional Coaches to plan professional development.
- Address building management concerns by working with the custodial staff, office staff, teachers and District staff including implementing school-wide safety and emergency protocols.
- Collaborate and develop master schedules.
- Plan, schedule and coordinate school projects.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Attend Special Education staffing and IEP meetings, and/or facilitate Instructional Support Team including monitoring interventions.
- Perform other duties as assigned.

**Supervision & Technical Responsibilities:** Jointly supervises all certified and classified staff under the guidance and supervision of the Principal. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

**Budget Responsibility:** Responsible for participating in the development, administration, monitoring and coordination of the school budget and in the initiation of requisitions. Budgets may include grants, materials/resources, teacher equivalency, PTO, etc. Assist the Principal in determining building budget allocations per building general fund.

### QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

#### Education & Training:

- Master's degree in education plus additional coursework required for certification or licensure.

#### Experience:

- Over 3 years and up to and including 5 years of experience in teaching.

#### Knowledge Skills & Abilities:

- Advanced oral and written communication, interpersonal, public relations, instruction, curriculum, facilitation, management, decision making, computer and organizational skills
- Strong understanding of teaching and learning
- Knowledge of school law, school finance/budgets, conflict management and behavior management
- Understanding of the change process and adult learning
- Ability to work with students with various backgrounds and abilities
- Operating knowledge of and experience with personal computer, basic computer software and basic office equipment
- Operating knowledge of student information system required within 2 months after hire
- English language skills required
- Oral and written fluency in second language may be preferred or required based on building assignment
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- Oral and written fluency in second language may be preferred or required based on building assignment

#### Certificates, Licenses, & Registrations:

- Valid Colorado Principal License or eligibility at the time of hire.
- Criminal background check required for hire.

### OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. No specific vision abilities are required by this job. The assistant principal must constantly visually monitor students and staff.

**Work Environment:** While performing the duties of this job, the employee is occasionally exposed outdoor weather conditions. The noise level in the work environment is usually moderate.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. The employee is frequently required to compare, analyze, coordinate, synthesize, evaluate and compile. The employee is occasionally required to copy, instruct, compute and negotiate.