

SCHOOL DISTRICT OF DIXIE COUNTY

JOB DESCRIPTION

ASSISTANT PRINCIPAL, ELEMENTARY

QUALIFICATIONS:

- (1) Master’s Degree from an accredited educational institution.
- (2) Certification in Educational Leadership.
- (3) Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrate communication skills of listening, oral communication and oral presentation. Demonstrate interpersonal skills and abilities. Knowledge of human growth and development. Extensive knowledge of elementary curriculum. Possess technical knowledge and skills to operate computer, enter data, analyze and process information. Evidence of effective decision-making skills and management skills necessary. Possess strong work standards for self and others.

REPORTS TO:

School Principal

JOB GOAL

To assist the Principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the District.

SUPERVISES:

Instructional, support and other service personnel as assigned by the Principal.

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate all aspects of elementary curriculum.
- (2) Coordinate faculty, year level and individual teacher’s planning.
- * (3) Assist teachers in interpreting and implementing the District’s curriculum.
- (4) Coordinate, as assigned, research related to curriculum development.
- (5) Recommend curriculum adjustments to meet the special learning needs of individual children.
- * (6) Assist teachers in organizing classrooms for effective learning.
- * (7) Implement and schedule all standardized testing.
- (8) Establish and maintain a system of school-wide textbook accountability.
- (9) Schedule and plan in-service programs and prepare required reports.
- (10) Work with the media specialist in adapting and improving the use of media in the school.
- *(11) Participate in proposed and on-going curriculum development projects.

ASSISTANT PRINCIPAL, ELEMENTARY (Continued)

- * (12) Serve, at the direction of the Principal, as advisor and special consultant to probationary teachers.
- * (13) Coordinate the grade placement and grouping of children.
- * (14) Assist the Principal in planning and carrying out staff and parent curriculum meetings.
- (15) Assist in the preparation of management proposals relating to union contracts and assist in managing the implementation and administration of negotiated employee contracts.
- (16) Complete special assignments assigned by the Principal.
- * (17) Assume building supervisory responsibility in the absence of the Principal.
- * (18) Maintain high visibility within all areas of the facility.
- * (19) Use effective, positive interpersonal communication skills.
- (20) Supervise students in order to maintain a safe and orderly environment.
- (21) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5