

JOB DESCRIPTION

TITLE ELEMENTARY SCHOOL ASSISTANT PRINCIPAL

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree and a minimum of five years of full-time experience in a certificated position required.
Language Skills	Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Certification in Educational Leadership (Level I).
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is required to stand, walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally need to work in wet or humid conditions, and be exposed to a minimal amount of daily outdoor weather conditions. The noise level in the work environment varies and may be that of a classroom setting or cafeteria.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Administers and implements all aspects of the student attendance and discipline program.
2. Assists the Principal in the supervision and evaluation of instructional and non-instructional staff.
3. Assists the Principal in the supervision of all school programs.

SPECIFIC RESPONSIBILITIES

1. Manages school operations in the absence of the Principal.
2. Provides leadership with teachers and team leaders concerning instructional programs.
3. Assists the Principal in maintaining a positive school climate and a culture of character within the school.
4. Assists the Principal with the selection of staff.
5. Assists in the supervision of proper maintenance and custodial care of the school facility and grounds.
6. Assists the Principal with development of School Improvement Plans.
7. Assists the Principal with provision of staff development programs for staff.
8. Assists the Principal in the preparation of locational and internal school budgets.
9. Assists the Principal in the preparation of county, state, and federal reports related to curriculum and instruction.
10. Secures substitute teachers as needed.
11. Coordinates bus transportation procedures.
12. Assists the Principal in the selection and ordering of supplies, equipment, and materials.

13. Monitors daily student attendance and administers CCPS attendance policies.
14. Administers appropriate discipline to all students as outlined by CCPS Code of Student Conduct.
15. Monitors clerical assistants and the accurate compilation of daily attendance reports and records.
16. Coordinates and conducts appropriate parent/teacher conferences related to attendance, discipline, and curriculum and instruction issues.
17. Develops an operational understanding of and coordinates with outside support agencies for children's services.
18. Facilitates, utilizes, and coordinates services of guidance, youth relations deputy (YRD), Exceptional Student Education, and dropout prevention programs in the identification and remediation of attendance and discipline problems.
19. Researches, develops and implements programs to improve student attendance and discipline.
20. Assists staff with behavior management plans for students with chronic discipline problems.
21. Performs other duties, tasks, and responsibilities as assigned by the Principal.