

## **ELEMENTARY SCHOOL ASSISTANT PRINCIPAL**

**TITLE:** Elementary School Assistant Principal

**LOCATION:** Building

**SUPERVISOR:** Building Principal

**SUPERVISES:** Teachers  
Educational Support Staff

### **JOB SUMMARY:**

Under general direction of the principal, is responsible for assisting in the leadership, administration and coordination of an Elementary School.

**ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Understands the underlying philosophy for an Elementary School that matches the intellectual, social, emotional, and physical needs of pre-adolescents.
- Keeps abreast of developments and trends in curriculum and instruction, and provides leadership in determining program direction and improvement to curriculum and instruction at the Elementary School level.
- Assists in screening, selecting, assigning, supervising and evaluating of certified and educational support staff.
- Provides effective leadership for efficient operation of Pupil Personnel Services in the building.
- Assists in the planning, scheduling and supervision of student activities.
- Supervises and evaluates substitutes assigned to the building.
- Assists in the budget planning process at the building level.
- Relates to students with mutual respect while carrying out a positive and effective discipline policy.
- Knowledgeable of District policies, local policies, state and federal laws relating to students.
- Supervises and manages building operations to assure safety and efficiency.
  
- Assists in coordinating the assignment of student teachers within the building including orientation of the student teachers, working with supervising teachers, and working with the university supervisors.
- Develops master schedules and calendars, which maximize the achievement of program objectives.

- Monitors teaching and learning as directed by the principal (including observing classroom instruction and analyzing student learning data).
- Participates in school improvement planning and implementation.
- Coordinates, schedules, and supervises building operations as assigned by the principal (including cleaning, maintenance, lunchroom, co-curricular program, food service, and building usage).
- Serves as the building principal in the absence of the principal.
- Performs other job-related duties as may be assigned by the principal.

**ADDITIONAL RESPONSIBILITIES:** None

**PHYSICAL ACTIVITY:** Work requires very infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. The work does not require frequent walking and standing.

**WORK ENVIRONMENT:** Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

**QUALIFICATIONS:**

EDUCATION

Master's Degree, from an accredited college or university, with training in administration, supervision, and curriculum development at the Elementary School level.

EXPERIENCE

Five years of successful teaching experience, preferably at the Elementary School level.

Three years or more of successful leadership/supervisory experience at the Elementary School level.

**OTHER SKILLS AND ABILITIES:**

- An administrative leadership style based on effective human relations and a continuous improvement model.
- Visible accessibility.
- Excellent communication and listening skills.
- Committed to ensuring all students move toward proficiency on state standards
- Possesses an understanding and appreciation for diversity
- The compassion and enthusiasm for effective team leadership to motivate high standards and continuous improvement.

- Knowledgeable of best practices in curriculum and instruction at the Elementary School level.

**LICENSES/CREDENTIAL:** Valid Illinois Type 75 Certificate or license authorizing services as an Elementary School Assistant Principal.

**TERMS OF EMPLOYMENT:** Salary is based on market comparisons as determined by the Superintendent. The work year is ten months.

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