



## **ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL**

### **GENERAL RESPONSIBILITIES**

The position is responsible for assisting the school principal in the leadership, coordination, supervision and management of the school program and operation.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist the principal in developing and maintaining an effective educational program consistent with State and Federal guidelines and the philosophy, policies and goals of the School Board; meeting and conferring with students, parents, faculty and staff; maintaining records and files; preparing reports.
- Assist the principal in the overall administration of the school; interpret and enforce school and school division policies and regulations.
- Assist the principal in the transformation of the school culture into a results-oriented collaborative learning community.
- Support the principal in the collaborative development, implementation, and ongoing refinement of the school's Plan for Continuous Improvement.
- Ensure implementation of the Board-approved VBCPS curriculum.
- Assist the principal in monitoring compliance with federal, state, and local mandates and guidelines related to local and state testing programs and the local special education program.
- Assist the principal in planning and implementing a professional development/growth program for teachers and staff.
- Serve as principal in the absence of the regular principal.
- Propose schedules of classes and extracurricular activities; help schedule courses, students and teachers.
- Work with department heads and faculty in compiling the annual budget requests.
- Requisition supplies, textbooks, and equipment, conduct inventories, maintain records, and check on receipts for such material.
- Assist in coordinating transportation, custodial, cafeteria, and other school support services; help conduct safety inspections and safety drill practice activities.
- Assist in the reporting and monitoring of student attendance.
- Assist in maintaining discipline throughout the student body; deal with special cases as necessary.
- Serve with parents, faculty, and student groups, as requested, in advancing educational and related activities and objectives.
- Maintain a variety of files; prepare periodic and special reports as required.
- Identify the special needs of students on a regular basis, seeking the assistance of school system specialists as required.
- Supervise teachers and departments as assigned by the principal.
- Explain and interpret division-wide curriculum/instructional goals and objectives to teachers, parents, pupils, and the community.
- Assist in the planning and implementation of a systematic method of supervising the instructional program through the use of learning walks, observations, documentations, and follow-up conferences.
- Assist teachers in evaluating methods and materials and developing effective learning plans and classroom management techniques.
- Assist in the coordination and supervision of guidance services.
- Maintain and model high standards of professionalism.
- Perform related work as required.



**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all programs in a school; skill in oral and written communications; ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, parents, students, teachers, support staff and associates.

**EDUCATION AND EXPERIENCE**

Master's Degree in education administration, considerable years of teaching experience and an endorsement in Administration and Supervision, Prek-12 required.  
A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license

FLSA status: Exempt	Description: Rev. 3/11
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