

**TITLE:** Elementary/PK-8 Assistant Principal

**QUALIFICATIONS:**

1. Master's Degree with Illinois Certificate and as a School Administrator.
2. Three years of successful teaching, administrative or supervisory experience.
3. State of Illinois certification to evaluate staff preferred.
4. Skills, Knowledge, and abilities:
  - a. Ability to exert strong leadership in the administration of early childhood, elementary and middle school and in the handling of a wide variety of student issues.
  - b. Knowledge of sound early childhood, elementary and middle school educational programs.
  - c. Thorough knowledge of counseling, guidance, and development of children, and the ability to translate into sound practice.
  - d. Ability to make firm decisions in the areas of responsibility and to delegate the responsibility to members of the early childhood, elementary and middle school staffs.
  - e. Ability to function effectively as a member of the school staff.
  - f. Ability to communicate effectively.

**REPORTS TO:** Principal

**MAINTAINS LIAISON WITH:**

1. All staff members of school
2. Community Agencies
3. Parent Groups

**JOB GOAL:**

To assist the principal in providing school wide leadership and to learn the role of the principal.

**PERFORMANCE RESPONSIBILITIES:**

The following are the essential fundamentals to include but not limited to the following job duties:

1. Assists the building principal in supervising conduct within the school.
2. Assists the principal in the general administration of the schools and serves as the principal when the principal is absent.
3. Assists in the preparation of scheduling classes.
4. Assists in the preparation of student, teacher, and parent handbooks
5. Serves with parent, faculty, and student groups as requested in promoting educational and related programs.
6. Assists in supervision of extra-curricular activities.
7. Trains and supervises non-certified supervisory personnel (i.e. lunch, noon, playground, bus).
8. Develops registration packets and produces and supervises registration.
9. Other duties and responsibilities as the principal may assign from time to time.

**TERMS OF EMPLOYMENT:**

Salary is based upon the salary schedule established by the Board.  
200 Days per year.

**SALARY RANGE:** District Salary Schedule for Administrative Personnel

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**PHYSICAL/MENTAL DEMANDS AND WORKING ENVIRONMENT:**

The conditions herein 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 job functions.

**Physical Demands:**

The employee deals mostly with people, objects, and equipment in the educational setting. The employee is regularly required to bend, stoop, twist, turn, reach, lift (occasionally up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each day. Depth perception and field of vision are important. The employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative and must be able to differentiate tones and volumes in conversation.

**Mental Demands:**

The employee must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the employee must be prepared to handle accidents and emergencies at any time.

**Work Environment:**

The employee will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the employee will have to supervise, or make sure students are supervised students at all times. The employee is required to drive their own vehicle to various locations throughout the District.

The statements describe the general purposes and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.