

Fountain-Ft. Carson School District Eight
Job Description

Job Title: **Assistant Principal- Elementary**
Pay Schedule/Range: **Administrator**
Prepared/Revised Date: **Feb. 2, 2025**

Reports To: **Principal**
FLSA Status: **Exempt**
Work Year: **209/220 days**

SUMMARY: Participate as a part of the administrative team, which shares responsibilities, leadership, mission and goal implementation for the school. Generally, the Assistant Principal will oversee Special Education in the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency
1. Assist principal in supervision of employees including serving as an instructional leader assigning and directing work, interviewing, evaluating performance, disciplining and resolving issues.	D
2. Provide leadership for students by overseeing daily building operation, identifying instructional needs and solutions, and coordinating student activities and programs.	D
3. Monitor professional development in classrooms and grade level/content area meeting in accordance to the school and district goals and objectives.	D
4. Implement and monitor school-wide behavioral expectations and policies including monitoring attendance trends and overseeing truancy interventions; address safety and welfare issues by holding meetings with parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and regulations.	D
5. Implement instructional and assessment strategies by attending meetings, facilitating discussions among teachers and staff and working with the Principal and administrators to plan professional development.	D
6. Address building management concerns by working with the custodial staff, office staff, teachers and District staff including implementing school-wide safety and emergency protocols.	D
7. Monitor and provide leadership for all special needs students and programs. This includes Special Education (SPED), Multi-Language Learners (MLL), Gifted (G/T) and 504 students.	D
8. Supervise clubs and events by attending events, engaging with families, and monitoring student behavior.	W
9. Collect and analyze student assessment data.	M
10. Represent out-of-building committee meetings.	M
11. Serve as chief administrative officer in the absence of the principal.	M
12. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- Minimum of five years of teaching experience
- Possess a MA Degree or higher
- Valid Colorado Principal License or eligible for at time of employment
- One year or more of experience as an educational administrator to include supervision and evaluation of staff- preferred
- Knowledge of Special Education- preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Department of Education Administrative license Professional Principal or Administrator required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations skills and advanced oral and written communication skills.

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- Advanced leadership skills
- Advanced math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Budget development and fiscal management skills.
- Ability to promote and follow Board of Education policies and building/departmental procedures.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Principal

	POSITION TITLE	# of EMPLOYEES
Direct reports:		

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, and during recess.
- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.
- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit and use hands to finger. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, use interpersonal skills, compile and negotiate. Frequently required to instruct, synthesize and evaluate. Occasionally required to copy and compute.