

Gahanna-Jefferson School District Position Description

Position Title:	Assistant Principal, Elementary School
Reports To:	Principal
FLSA Status:	Exempt
Pay Grade:	10
Revision Date:	August 30, 2022

SUMMARY: Responsible for providing assistance to the principal in the administration of the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Serves as administrative head of the school in the absence of the principal.
- Administers a program of student discipline and interacts with students to encourage positive performance.
- Assists with the management of building staff, including class schedules and building problems.
- Assists with scheduling special events.
- Assists with coordinating the development of the master teaching schedule.
- Provides general supervision to students. Supervises extracurricular activities.
- Maintains relationships with parents, parent groups, school volunteers and outside agencies.
- Assists with staff evaluation.
- Assists principal with improving instruction by providing leadership to the educational programming.
- Assists with school safety and building operations.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises employees in the elementary school when the principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: 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 AND EXPERIENCE:

- Master's Degree in Education.
- Minimum of five years teaching and/or administrative experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid elementary school administrative certificate.

LANGUAGE SKILLS:

- Ability to read and analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff and the community.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 stand, walk, sit, talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and the 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 noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.