



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

Educational Principal's Assistant - Elementary

JOB SUMMARY:

Assist the Building Principal in providing leadership and managerial oversight to the instructional program and school operations and in promoting the academic, social-emotional, and behavioral development of each student. Ensure that the elementary academic programs and systems are successfully implemented in order to maximize teacher instruction and student learning experiences. Position is designed to assist the principal with instructional leadership, student management, and overall building operation.

QUALIFICATIONS:

1. Administrative Certification, current/pending enrollment in accredited Educational Administration program, or willingness to begin the program
2. Demonstrated experience and empathy as a public educator to support teachers in a meaningful way
3. Confidentiality, composure and proven reliability
4. Intricate knowledge of distinguished instructional strategies and student engagement
5. Excellent leadership, interpersonal, communication, and organizational skills
6. Effective use of de-escalation skills when working with frustrated parents, students, or staff
7. Growth mindset
8. Adept at building capacity and empowering self-efficacy in others
9. Consistent pattern of high expectations and academic rigor for all students
10. Model integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism

REPORTS TO:

Building Principal

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

1. Assist Principal in carrying out operations necessary to the smooth functioning of the school.
2. Assist Principal in delivering professional development to staff.
3. Assist Principal in student management and discipline on a building-wide basis.
4. Coordinate parent-school contact where necessary.

Initial & Date _____

5. Assist Principal in evening activities supervision when necessary.
6. Maintain contact with Principal regarding agreed upon issues and during emergencies.
7. Serve as Principal Designee when Building Administrator is out of the building and as designee at IEP, 504, or other meetings as appropriate.
8. Collect, analyze, and synthesize data.
9. Lead data-driven conversations among staff members regarding student growth and progress.
10. Assist principal in developing effective staff and collaboration meetings focused on students.
11. Assist principals with safety drills, documentation, and facilitating staff discussions
12. Participate in schoolwide systems such as MTSS, Safety Meetings, Data Days, Grade Level Collaborations, and Assemblies.
13. Work collaboratively with all members of faculty and staff.
14. Assist in the supervision of school functions, activities, and events, including evening responsibilities.
15. Assist principal in developing school schedules.
16. Other duties as assigned.

TERMS OF EMPLOYMENT:

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state and federal law, administrative rules, and board policy on certified personnel.

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Initial & Date _____

LEGAL REFERENCE:

I.C. § 33-512 Governance of Schools

I.C. § 33-513 Professional Personnel

I.C. § 33-515 Issuance of Renewable Contracts

I.C. § 33-1201 Certificate Required

I.C. § 33-1210 Information on Past Job Performance

IDAPA 08.02.02.026.01 School Principal Endorsement (Pre-K-12)

IDAPA 08.02.02.121 Local District Evaluation Policy—School Principal

The Gun-Free Schools Act Section 414(d)(2)

Board Approval Date: 2/13/2017

Last Revision: 2/13/2017

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____