

MECHANICSBURG AREA SCHOOL DISTRICT

TITLE: Elementary Assistant Principal

DATE: April 2018

REPORTS TO: Elementary Principal

APPROVED BY: Board of Directors

SALARY RANGE: Administration Range IV

ASSIGNMENT: 250 Days per Year
8 Hours per Day

JOB SUMMARY: Serve as an educational leader that promotes the success of all students through: implementation and support of district goals and initiatives, management of the day-to-day operation of the school, oversight of the professional and support staff, facilitate open communication with families and the community and promote a safe and nurturing environment.

PRIMARY DUTIES AND RESPONSIBILITIES

- Curriculum
 1. Support and evaluate delivery of all elementary district curricula.
 2. Communicate curriculum concerns, suggestions or needs to the Building Principal.
- Instruction
 1. Lead school personnel in framing a vision of learning that is shared and supported by the school community.
 2. Advocate, nurture, and sustain a school culture and instructional program conducive to student learning and staff professional growth.
 3. Formulate a building schedule which facilitates efficient and effective delivery of the elementary curriculum.
 4. Provide instructional leadership based upon the continuous monitoring of research-based instructional strategies within classrooms.
 5. Assist in the design and delivery of professional development opportunities for building staff, which are in alignment with the district professional development plan, based upon analysis of building instructional strengths and needs.
 6. Analyze and review assessment data (i.e. PSSA, Benchmarks, Mid-Years, etc.) with teachers and specialists to develop and implement building action plans.
 7. Communicate instructional concerns, professional development suggestions and building instructional needs to the Building Principal.
- Student Services
 1. Promote the health, safety, and morale of the students and personnel in the school.
 2. Assume Local Education Agency (LEA) responsibilities as assigned.
 3. Share responsibility with special education supervisors for implementation of special education processes (i.e., MDE, IEP, BIP) and services.
 4. Collaborate with the building Elementary Support Team (EST).
 5. Establish, implement and utilize a building-wide positive behavior support plan that reflects the district philosophy and code of conduct.
 6. Work collaboratively with the Building Principal to provide a positive transition for students from third to fourth grade and fifth to sixth grade.

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Elementary Principal – Continued...

- **Personnel**
 1. Supervise personnel in the building as assigned by the Building Principal.
 2. Evaluate teachers through formal and informal observations.
 3. Participate in the process of teacher selection, orientations, and on-going professional development.
- **Financial and Facility Management**
 1. Support the development and distribution of an elementary handbook which reflects district policies and procedures.
 2. Assist in managing the building organization, operations and resources for a safe, efficient, and effective learning environment.
 3. Assist with coordinating the distribution and inventory of school materials and supplies.
 4. Complete, submit, and file district, state, and federal reports on a timely basis as directed by the Building Principal.
- **District**
 1. Research and utilize knowledge of current educational trends and developments.
 2. Contribute to district-wide administrative team topics and discussions.
 3. Implement and support district goals and initiatives.
 4. Serve as a district and school ambassador by attending a variety of public meetings, including, but not limited to, school activities, board meetings, district meetings and other special events.
 5. Lead and/or participate in various building and school district committees.
 6. Help to coordinate and administer state and standardized testing for students.
- **Community Relations**
 1. Maintain positive public relations through timely and open communication with families and the community.
 2. Invite, involve and coordinate community and business partnerships into the school for volunteer and mentoring initiatives.
 3. Contribute to establishing a positive home and school connection through avenues such as face-to-face meetings, phone calls, newsletters, and weekly bulletins.
- **Other Responsibilities as assigned by the Building Principal.**

QUALIFICATIONS: Proper Pennsylvania administrative certification is necessary. Five (5) years experience in public education, including elementary or secondary school instruction. Masters degree is necessary. Excellent leadership and communication skills are necessary. Crisis management skills are necessary. Cell phone required at employee's expense. Employee needs to be available at all times (24/7) as required by the employer.

PHYSICAL REQUIREMENTS: Ability to directly supervise approximately 20 to 30 employees and indirectly supervise approximately 10 to 20 employees. Position requires sitting, standing, walking or moving throughout the building, often for extended periods of the workday. Must be able to hear (40 decibel loss maximum), verbally communicate and see with near acuity of 20 inches or less and far acuity of 20 feet or more with depth perception, accommodation and field of vision. Performs a variety of duties, able to make judgments and work under high level of stress. Subject to inside and outside environmental conditions. Cell phone required at employee's expense. Employee needs to be available at all times (24/7) as required by the employer.