



NORTH ALLEGHENY SCHOOL DISTRICT

JOB PROFILE: Elementary Assistant Principal

Reports to: Principal, Assistant Superintendent of Elementary Education

Classification: Administration

Hours/Day: 8 - Exempt

Type/Days/Year: 260

Purpose/Summary

The Assistant Principal for an Elementary School will assist the Principal to provide leadership and supervision when administering the educational program to promote the educational development and achievement of students in accordance with the Pennsylvania Department of Education, North Allegheny School District policies, administrative procedures, rules, regulations, and applicable law. The Assistant Principal will provide leadership in program development and improvement, as well as in professional staff development to help prepare students for success in a changing world.

Essential Duties and Responsibilities

- Assists in the development and administration of school programs consistent with school district goals and objectives.
- Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extracurricular activities.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Assists in ensuring that Board policies and procedures are implemented and followed at the school.
- Continues to acquire professional knowledge in the educational field by attending seminars, workshops, or professional meetings, or by conducting research.
- Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
- Assists in coordinating the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
- Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
- Assists in the recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
- Involves staff in the evaluation of programs and the planning of new programs.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct and attendance conforms to the school's standards and school district policies.
- Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
- Assists in the budgetary and financial affairs of the school consistent with school district policies.
- Serves as a member of the Superintendent's Elementary Leadership Team and attends and participates in all required meetings and events at Central Office Administration.
- Provides timely, accurate, and complete information to the Board of School Directors, Superintendent, Executive Council, Administrators, Supervisors, and Coordinators through reporting, presentation, discussion, and participation at the Board of School Directors' meetings, when requested.
- Ensures compliance with organizational policies and procedures as well as federal and state regulatory requirements.
- Acts as a liaison with local government agencies and the Pennsylvania State Department of Education on issues related to compliance.
- Ensures the accuracy of student information as it pertains to the filing of necessary reports with the utmost confidentiality and compliance with FERPA, and federal and state regulations.

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- Continually enhances and manages communication with stakeholders. Responds to all parental inquiries and concerns within a timely manner.
- Assists fellow administrators in addressing issues and concerns with student behavior as it relates to safety and classroom functionality.
- Addresses all employee relations issues and concerns within the assigned departments in a timely manner, following established processes related to progressive discipline, professional development, communication, and performance evaluation.
- Manages, provides development opportunities, and conducts the annual written performance evaluation of professional and paraprofessional staff.
- Fulfills other duties and tasks assigned by the Principal, Assistant Superintendent of Elementary Education, and/or Superintendent of Schools.

Education and/or Experience

Bachelor's Degree in Education, Special Education, or related field required.
 Advanced Degree in Education, Special Education, or related field preferred.
 Five years' teaching experience and/or experience in Educational Administration preferred.

Certifications, Licenses, Registrations

Valid PA Driver's License
 Current Pennsylvania Administrative certification, required.
 Act 34/151/114/126/168 Clearances/Certifications required.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge and Abilities

Knowledge of the Elementary School academic environment in relation to curriculum, concepts, current teaching methods, educational pedagogy, differentiated instruction models, and applicable federal and state laws regarding education.

Knowledge of best practices in administration, staff supervision, program evaluations, and the formulation of action plans.

Academic Skills – Ability to understand industry trends, generate updated policies and procedures and apply said procedures efficiently and effectively. Ability to read and interpret legal guidelines and expectations diplomatically. Ability to implement strategies to support all aspects of elementary education.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Ability to read, analyze, and interpret information to communicate effectively with District staff, students, parents, and stakeholders in the community.

Math Skills – Knowledge of computational mathematics as it relates to budgets, projections, and trends. Ability to think creatively and develop ideas for reducing costs.

Technology Skills – Ability to apply best practice technology to create efficiencies, improvements, and enhanced outcomes. Demonstrated competency with large databases and ability to manage confidential information. Ability to develop spreadsheets to manage and provide data as requested. Ability to use standard office equipment such as personal computers, printers, fax machines, etc.

Reasoning Ability – Ability to think critically and problem solve, multi-task and utilize time and resources properly. Ability to assist with the organization of synthesized information that is presented to the public.

Other Skills and Abilities

- Must be a self-starter who independently manages his/her time and work assignments.
- Ability to exhibit a high level of confidentiality.
- Must exhibit strong interpersonal skills and the ability to be open and adjust to change quickly.
- Must possess a strong attention to detail and the ability to multi-task and manage competing priorities.
- Must be able to read and interpret data related to various types of assessments and provide suggestions for improved instructional practices.
- Strong customer service skills and the ability to make good decisions on behalf of the District.
- Must develop effective coping strategies for dealing with the high expectations, frequent demands, and significant responsibility of effectively supporting a large District with many stakeholders.
- Ability to work cooperatively with all internal and external stakeholders and to create consensus among disparate agencies and other stakeholders with competing interests.
- Possess a high degree of imagination, patience, creativity, sound judgment, and problem-solving capabilities.
- Ability to make equitable decisions with sound emotional and independent judgment.
- Must be able to concentrate with numerous interruptions.
- Maintain effective working relationships with administrators, students, parents, staff, and the community.
- Ability to understand and facilitate needs of various personality types.
- Ability to perform duties with awareness of all District policies and professional obligations.
- Ability to establish and maintain positive and effective working relationships with all stakeholders.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.
- Ability to maintain diplomacy through problem-solving and creative thinking.
- Ability to present to large and small groups in a public setting.

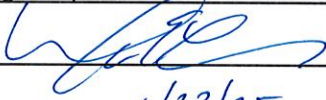
Physical Demands

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. This position is considered to be a LIGHT Physical Demand Characteristic of Work position according to the physical demands' strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary Work Location

Office Environment	Shop
Classroom	Vehicle
Outdoors	Travel

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

Physical and Non-Physical Demands Key				
C=Continuously 2/3 or more of the time.	F=Frequently From 1/3 to 2/3 of the time.	O=Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week.	N=Never Never occurs.
Standing		F	Crawling	N
Sitting		F	Bending	R
Walking		F	Twisting	R
Lifting		O	Climbing	R
Carrying		O	Balancing	R
Pushing/Pulling		O	Vision	C
Reaching		F	Hearing	C
Handling		F	Talking	C
Fine Dexterity		C	Foot controls	N
Kneeling		R	Working Closely with Others/Teamwork	C
Crouching		R	Tedious or Exacting Work	C
Time Pressures		C	Noisy or Distracting Environment	F
Emergency Situations		F	Multi-Building Travel	F
Frequent Change of Tasks		F	Other (Specify):	
Irregular Work Schedule/Overtime		F	Other (Specify):	
Simultaneous Multi Tasks		C	Other (Specify):	
<p><i>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.</i></p>				
Director of Human Resources Signature				
Date of Approval		1/23/25		

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