



Immediate Supervisor	Elementary Principal	Work Day	10 Month	FLSA Status	Exempt
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Position Summary

The Assistant Principal assists in the administration of the Elementary school. The Assistant Principal performs specific and assigned responsibilities that support the student disciplinary procedures, instructional programming, and school-wide student management in addition to the daily operations of the school.

Basic Duties and Responsibilities

- Works with the Elementary Principal by participating in the management of policies and procedures for the elementary school that are shaped by the culture, mission, and values of the school.
- Works with the Elementary Principal in areas such as class observations, program and teacher evaluations, student discipline, and scheduling.
- Implements policies and procedures relating to student disciplinary action.
- Works with individual teachers, groups of teachers and/or the entire staff on issues such as: crisis intervention, learning and collaboration issues, and factors that can affect development and implementation of interventions. Monitors a system of effective communication between all stakeholders.
- Leads student behavior interventions as designated by the Student and Teacher Assistance Team (STAT) in accordance with the PACT Multi-Tiered System of Supports (MnMTSS) Model
- Works with the Elementary Principal in developing and implementing administrative procedures consistent with federal and state laws and school policies.
- Demonstrates continued professional growth through participation in continuing education courses, professional activities, and/or organizations.
- Represents the elementary school at a variety of district committees and meetings.
- Assists in coordination and supervision of support staff, in order to facilitate the proper administration of the school building.
- Provides leadership support in the emergency response protocols for the elementary school.
- Assists the Elementary Principal by providing oversight.
- Works with elementary staff to promote and implement positive student behaviors in the classroom.
- Other job-related duties as assigned.

Work Requirements and Characteristics

Education and Experience	Skill Requirements
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<ul style="list-style-type: none"> ● Bachelor's Degree ● Master's Degree ● Principal K-12 license ● Subject matter expertise in K-5 curriculum, best practices, and instructional strategies. ● Supervisory and management experience. (Preferred) ● Familiar with a variety of multi-tier support systems designed to create and sustain positive student behaviors and school culture ● A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character traits. 	<ul style="list-style-type: none"> ● Strong verbal and written communication, critical thinking, and problem-solving skills. ● Ability to read, write and interpret documents such as curriculum guides, budgets, assessment results, contracts, grant applications, statutes, and policies. ● Ability to speak effectively to individuals and groups. Ability to effectively present information and respond to questions from parents, staff, students, and the general public. ● Must be knowledgeable of current school software, and a variety of electronic tools. ● Ability to interpret and apply PACT policies and procedures and state laws, rules and regulations, and to apply them with good judgment in a variety of situations.
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Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart
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Approval

This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

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Employee Signature	Date
_____	_____
Direct Supervisor Signature	Date
_____	_____
Human Resource Specialist Signature	Date