

## **Role Description**

### **ASSISTANT PRINCIPAL (Elementary)**

#### **QUALIFICATIONS:**

1. Master's Degree (preferred)
2. Current certificate in School Administration (preferred)
3. A minimum of three years classroom experience at elementary level

#### **REPORTS TO:**

1. Principal
2. Assistant Superintendents of Schools

#### **SUPERVISES:**

1. All certificated staff – both full and part-time
2. All non-certificated staff – paraprofessionals, secretaries

#### **JOB GOAL:**

To aid, facilitate, and support the position of Principal and support programs in the building or buildings assigned.

#### **PERFORMANCE RESPONSIBILITIES:**

Except as specifically noted, the following functions are considered essential to this position:

1. Serves as Principal, in all duties, in the absence of the Principal.
2. Assists the Principal in the overall administration of the school (see Principal's role description for details).
3. Supervises special services staff assigned to more than one building. Those assigned to one building will be administratively responsible to the Principal of that building.
4. Works closely with each building Principal to see all special services are integrated properly with the instructional program.
5. Provides or recommends appropriate special services for special education students and ensures that procedures for placement, evaluation, assignment, and reappraisal of students are in accordance with district policy and current state and federal laws.
6. Performs such tasks and assumes such responsibilities as the Principal/Assistant Superintendent may assign from time to time.
7. Serves as an integral part of the administrative unit and is involved in the decision-making process.

**TERMS OF EMPLOYMENT:**

Twelve month contract

**EVALUATION:**

In accordance with district procedures

**PHYSICAL ACTIVITY REQUIREMENTS**

**Primary Physical Requirements:**

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.:           | Occasionally required |
| 2. Lift 11 to 25 lbs.:           | Occasionally required |
| 3. Lift 25 to 50 lbs.:           | Rarely required       |
| 4. Lift over 50 lbs.:            | Not required          |
| 5. Carry up to 10 lbs:           | Occasionally required |
| 6. Carry 11 to 25 lbs:           | Occasionally required |
| 7. Carry 26 to 50 lbs:           | Not required          |
| 8. Carry over 50 lbs:            | Not required          |
| 9. Reach above shoulder height:  | Occasionally required |
| 10. Reach at shoulder height:    | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull:                   | Not required          |

**Hand Manipulation:**

- |                            |   |
|----------------------------|---|
| 1. Grasping:               | Occasionally required   |
| 2. Handling:               | Occasionally required   |
| 3. Torquing:               | Not required  |
| 4. Fingering               | frequently required   |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines, typewriter, tape recorder, postage meter, calculator. |

**Other Physical Consideration:**

- |               |                       |
|---------------|-----------------------|
| 1. Twisting:  | Not required          |
| 2. Bending:   | Occasionally required |
| 3. Crawling:  | Not required          |
| 4. Squatting: | Occasionally required |
| 5. Kneeling:  | Not required          |
| 6. Crouching: | Occasionally required |
| 7. Climbing:  | Not required          |
| 8. Balancing: | Not required          |

**Work Surface (s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 <u>3</u> 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8
Stand	1 <u>2</u> 3 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8

**Cognitive and Sensory Requirement(s):**

- 1. Talking: Necessary for communicating with others.
- 2. Hearing: Necessary for receiving instructions and queries.
- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

**Specific Vocational Preparation Requirements:**

- 1. Short demonstration only \_\_\_\_\_
- 2. Any beyond short demonstration up to and including 30 days \_\_\_\_\_
- 3. 30-90 days \_\_\_\_\_
- 4. 91-180 days \_\_\_\_\_
- 5. 181 days to 1 year \_\_\_\_\_
- 6. 1 to 2 years \_\_\_\_\_
- 7. 2 to 4 years   X
- 8. 4 to 10 years \_\_\_\_\_
- 9. Over 10 years \_\_\_\_\_

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students, parents, and the community.

**Summary of Occupational Exposures:**

May be exposed to cleaning fluids and copier toner.

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

