



**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**

**JOB DESCRIPTION:
Assistant Elementary Principal**

WORK SCHEDULE:

Administrator – 11 Months – 238 Contract Days

RESPONSIBLE TO:

Building Principal

QUALIFICATIONS:

Valid Ohio Elementary Principal Licensure, OPES and OTES credentialed

GENERAL DUTIES:

The Assistant Principal supports the instructional leader who brings together and focuses all of the educational resources and support services available in the delivery of the best possible educational program and services to students. The building's educational program and services will be consistent with the State of Ohio Department of Education Standards and congruent with the policies of the Westerville Board of Education.

SPECIFIC DUTIES:

1. Participation in the development and implementation of district wide policies and programs
2. Participation in the development and implementation of district wide fiscal programs, goals and objectives
3. Provide leadership in establishing educational goals for the schools.
4. Provide leadership in planning, developing, and implementing curriculum and instructional programs.
5. Provide leadership in the continual evaluation of the school's goals, curriculum, and instructional programs.
6. Provide leadership in the preparation of the school building budget.
7. Maintain an accounting system for the building consistent with district procedures.
8. Maintain an inventory of all equipment and supplies within the building.
9. Provide assistance in evaluating the condition of the building, grounds, and equipment.
10. Provide leadership and structure for meeting the day-to-day operating needs of the building.
11. Provide assistance in the coordination of building use by community groups.
12. Provide leadership in establishing and enforcing regulations for student behavior.

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13. Provide leadership in the planning and supervision of extracurricular and co-curricular activities.
14. Provide leadership in establishing programs and activities designed to foster positive relationships among students and between students and staff.
15. Effectively evaluate certified staff through the use of the OTES model of evaluation.
16. Effectively evaluate classified staff in conjunction with appropriate supervisor(s).
17. Provide leadership for certificated, classified, and administrative personnel.
18. Assist with orientation, in-service, and staff development of personnel.
19. Provide leadership in the establishment of a positive building climate for the staff members, students, parents and community.
20. Assist the building principal to provide leadership and structure for school-community relations.
21. Work with community and other agencies on issues that relate to schools and/or students' welfare in the school or in the community.
22. Supervise magnet application and selection process.
23. Responsible for the implementation of a building technology plan.
24. Perform such other tasks and duties and assume such other responsibilities as may be assigned or requested by the Superintendent or designee.

All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.