

**SCHOOL DISTRICT OF JACKSON COUNTY**

**JOB DESCRIPTION**

**ASSISTANT PRINCIPAL OF ELEMENTARY SCHOOL**

**QUALIFICATIONS:**

1. Currently hold a Masters Degree from an accredited educational institution with certification in Administration, Supervision, Educational Leadership or School Principal, *and*
2. Have a minimum of three years successful experience in teaching and/or administration, *and*
3. Currently enrolled in, or have completed the Jackson County School District Administrative Intern Program; or currently enrolled in or have completed a similar program within another school district.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrated communication skills of listening, oral and written communications. Knowledge of collective bargaining agreements. Demonstrated interpersonal skills and abilities. Knowledge of human growth and development. Extensive knowledge of elementary curriculum. Technical knowledge and skills to operate computer, enter data, analyze and process information. Evidence of effective decision-making skills and management skills. Possess strong work standards for self and others.

**REPORTS TO:**

School Principal

**JOB GOAL**

To assist the Principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the District.

**SUPERVISES:**

Instructional, Support, and Service personnel as assigned by the Principal.

**PERFORMANCE RESPONSIBILITIES:**

- (1) Facilitate the coordination of all aspects of elementary curriculum.
- (2) Facilitate the coordination of faculty, year level and individual teacher's planning.
- (3) Assist teachers in interpreting and implementing the District's curriculum.
- (4) Coordinate, as assigned, research related to curriculum development.
- (5) Recommend curriculum adjustments to meet the special learning needs of individual children.
- (6) Assist teachers in organizing classrooms for effective learning.
- (7) Assist with the implementation of all standardized testing.
- (8) Establish and maintain a system of school-wide textbook accountability.
- (9) Assist with scheduling and planning of in-service programs and prepare required reports.
- (10) Work with the media specialist in adapting and improving the use of media in the school.
- (11) Participate in proposed and on-going curriculum development projects.

**Board Approved January 20, 1998**  
**Amendment Board Approved April 15, 2003**  
**Amendment Board Approved May 20, 2003**

## **ASSISTANT PRINCIPAL OF ELEMENTARY SCHOOL (Continued)**

- (12) Serve, at the direction of the Principal, as advisor and special consultant to probationary employees.
- (13) Coordinate the grade placement and grouping of children.
- (14) Assist the Principal in planning and carrying out staff and parent curriculum meetings.
- (15) Complete special assignments assigned by the Principal.
- (16) Assume building supervisory responsibility in the absence of the Principal.
- (17) Maintain high visibility within all areas of the facility, and assist teachers in maintaining discipline.
- (18) Use effective, positive interpersonal communication skills.
- (19) Supervise students in order to maintain a safe and orderly environment.
- (20) Assist the Principal in planning and implementing the school improvement program.
- (21) Assist the Principal and other staff in maintaining a clean and safe school plant.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.
- (23) Participate in analysis of student achievement data for improved student performance.
- (24) Interpret and enforce district Code of Conduct.
- (25) Other duties assigned by the immediate administrator or supervisor.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 5-6  
11 or 12 months  
7.5 hours per day

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.