



Position Title: **Elementary Associate Principal**

Department: Administration

Reports To: Building Principal

SUMMARY: Assists principal in providing leadership to staff and students in implementing board policy and District / site goals. Acts as the principal in his / her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Serves as a principal in the absence of the regular principal
2. Assists the principal in the overall administration of the school and providing instructional leadership to the staff
3. Assists in the evaluation of certified and classified staff in accordance with board policy, and state and federal regulations
4. Assists principal in development of the master schedule, curriculum guide, and assignment of personnel
5. Ensures clear and measurable goals are established and focused on critical needs regarding improving overall and individual student achievement at the school level
6. Provides a clear vision as to how instruction should be addressed in the school
7. Aware of predominate instructional practices throughout the school
8. Ensures that licensed staff are provided with clear, ongoing evaluations of their pedagogical strengths and weaknesses that are based on multiple sources of data and are consistent with student achievement data
9. Recognized as a leader in the school who continually improves his or her professional practice
10. Acknowledges the success of the whole school, as well as individuals within the school
11. Administers a program of student discipline and student attendance which encourages positive performance
12. Supervises secretaries and manages correspondence and letters/contracts relative to attendance and student discipline programs
13. Provides general supervision to students during the school day and at co-curricular events
14. Assist principal in fostering positive community relations with parents, parent groups, school volunteers, outside agencies, the general public, and community organizations
15. Supervises classified staff and facilities as assigned by principal
16. Maintains calendar of school events
17. Organizes information and data needed for the publication of the faculty/staff handbooks, student handbooks and school newsletters

18. Assists the principal in the supervision of all federal programs and Special Education; attends IEP meetings as directed by principal
19. Attends monthly board meetings
20. Corresponds with district staff and stakeholders via email
21. May be asked to translate, if applicable
22. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Assist principal with management and supervision of all certified and classified staff. Manages secretaries and other classified staff as assigned by the principal. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees as well as planning, assigning and directing work, appraising performance, addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE: Master's Degree in Education. Administration, Special Education or Counseling experience recommended. Five years of successful classroom and leadership experience. Valid Oregon Administrative Certificate.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

WRITING SKILLS: Ability to write reports and correspondence. Ability to write speeches and articles for publication in a variety of formats or styles. Ability to respond to common inquiries, or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to administrators, top management, public groups/community, and Board of Directors.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions.

OTHER SKILLS and ABILITIES: Ability to pass a typing test at 55 words per minute. Ability to operate a personal computer and related software. Ability to get along with other people. Patience in dealing with parents and small children. Ability to develop effective working relationships with students, staff and the school community. Ability to

communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit; frequently walk and stand and repeated finger motion i.e. keyboarding and reach with arms and hands. Specific vision abilities required by this job include close vision; color vision; and the ability to communicate through speech.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

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 have read and understand this job description.

Signature

Date