

## **Elementary Assistant Principal Qualifications/Duties**

**Position Title:** Elementary Assistant Principal  
**Immediate Supervisor:** Building Principal  
**Issue Date:** 05/17/07  
**Review Date:** 05/27/11

### **POSITION SUMMARY**

Assist the building principal in meeting instructional and administrative responsibilities and to provide leadership in the development, implementation, and coordination of the school's instructional program.

### **EDUCATION AND EXPERIENCE**

- Tennessee Teaching License with Proper Administrative Endorsement.
- Five Years Successful Teaching Experience

### **QUALIFICATIONS**

Demonstrate the ability to:

- Take directions from immediate supervisor,
- Lead effectively,
- Follow applicable policies and procedures,
- Collaborate with colleagues,
- Complete assigned tasks on schedule,
- Maintain a satisfactory record of punctuality and attendance,
- Maintain accurate and up-to-date records,
- Maintain confidentiality and fulfill legal responsibilities,
- Communicate effectively,
- Make sound and reasonable decisions,
- Work effectively with others,
- Acquire necessary computer skills,
- Work in a variety situations,
- Perform the essential functions and requirements of the job, and
- Meet satisfactory health standards.

### **ESSENTIAL FUNCTIONS**

- Assist the principal in the general supervision and administration of the school.
- Serve as building level administrator in the absence of the principal.
- Assist the principal and staff with at risk students in areas of discipline, student attendance, and truancy problems.
- Provide leadership to insure understanding of and compliance with the educational objectives, policies and procedures of the Manchester City School System.
- Assist the principal and faculty in the development and implementation of the School Improvement plan (SIP).
- Keep abreast of developments in curriculum, instruction, and technology, and recommend their suitability for inclusion in the school's educational program.
- Assist in the development of school and system staff development programs which will strengthen the instructional program.
- Assist the principal and faculty in the interpretation of test results and other pertinent data and promote activities designed to improve student achievement.

- Assist in the general coordination of the special education program and serve as the principal's designee in IEP Team Meetings as required.
- Assist in the performance evaluation of faculty and staff under the direction of the principal.
- Assert leadership in time of emergency in accordance with Manchester City School Board policy and procedures.
- Assist the principal and staff with special programs which may include but are not limited to parent organization projects, school wellness plans, school recognition programs, clubs, etc.
- Coordinate the scheduling of school activities which may include but are not limited to field trips, special events, and athletic events.
- Contact and assign substitute teachers as needed.
- Remain loyal to office personnel, teachers and staff

#### **OTHER RESPONSIBILITIES**

- Assume other responsibilities as assigned by the principal.
- Add to and supplement, with the principal, the agenda for the school.
- Model professionalism.

#### **PHYSICAL ABILITIES**

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

- Lifting, carrying, pushing, and/or pulling.
- Seeing
- Walking
- Reaching, handling, and/or feeling.
- Talking and/or hearing.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE A COMPLETE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSON(S) SO ASSIGNED.**