



JOB DESCRIPTION

Job Title	Assistant Principal
Department	Elementary Schools
Reports To	Building Principal
Classification	Administration
Location	
Salary	On schedule
Length of Contract	209 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Assistant Principal assumes major responsibility for leading and managing a wide variety of administrative tasks related to the students, staff, parents, and/or community members associated with the designated school(s) and school district, remaining consistent with policies of the Board of Education and under the leadership of the School Principal.

Essential Job Functions

- Acts as the first point of contact for escalated student behavioral interventions.
- Assists the principal with administrative tasks related to building operation.
- Assists in the supervision and evaluation of staff.
- Assists in developing staff development programs.
- Participates in interviewing candidates for teaching and non-certified positions.
- Supervises student teachers.
- Assumes the responsibility of the principal in the absence of the principal.
- Coordinates and plans field trips and other out of building exercises.
- Serves as a liaison between community resource people and the school.
- Coordinates schedule of building use.
- Keeps an up-to-date school activity calendar.
- Supervises regular school transportation.
- Active involvement with parent advisory committees.
- Facilitates, implements, and monitors school-wide improvement efforts.
- Holds conferences with teachers and other staff members.
- Assists with assignment of staff to building supervisory duties, extra-curricular activities and after school event supervision.
- Supervises general student control.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Educational Leadership or related field.
- Minimum of five years of related experience.
- Wisconsin Director of Instruction (10) or Principal (51) license.
- NCI certified or must obtain certifications as soon as practical after hire.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum of five years of successful teaching experience at the elementary level.
- Previous administrative experience at the elementary level.
- Additional work beyond the master's degree.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Broad and current knowledge of elementary curriculum, instruction, and assessment practices.
- Ability to facilitate small and large groups.
- Effective verbal and written communication skills.
- Knowledge of child development.
- Ability to relate to parents and the general public.
- Strong leadership ability and supervisory skills.
- Ability to bring diverse cultural and ethnic perspectives to the school and District, and/or a commitment to serving as a mentor for traditionally underrepresented staff and students.
- Ability to travel between District buildings as needed in compliance with the District driving policy.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to sit for extended periods of time and to stand/walk frequently.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to work outside normal school hours.