



## JOB DESCRIPTION

<b>Job Title</b>	Assistant Principal
<b>Department</b>	Elementary Schools
<b>Reports To</b>	Building Principal
<b>Classification</b>	Administration
<b>Location</b>	
<b>Salary</b>	On schedule
<b>Length of Contract</b>	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 School Principal administers the elementary school according to District and School Board Policies and 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 elementary school. The Assistant Principal participates in a cooperative effort with other principals, administrators, and coordinators in developing a program of continuity for the entire school system.

## Essential Job Functions

- Acts as the first point of contact for escalated student behavioral interventions.
- Assists the principal with administrative tasks including student attendance monitoring, transportation, and student safety.
- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Supervises and evaluates staff using Wisconsin Educator Effectiveness System and/or District tools
- Coordinates and makes decisions regarding substitute teachers.
- Coordinates with university officials and makes decisions in assigning and supervising student teachers.
- Assumes the responsibility of the principal in the absence of the principal.
- Assists in the formulation of the operating budget and makes decisions in the dispersal of budgetary funds. Assists department leaders in preparing the department budget.
- Approves all purchase requisitions and ensures effective execution of school budget.
- Coordinates among schools, departments within school, and provides consultation in Teaching and Learning Department.
- Coordinates and plans field trips and other out of building exercises.
- Works in partnership with families and students.
- Coordinates schedule of building use.
- Keeps an up-to-date school activity calendar.
- Active involvement with parent advisory committees.
- 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.
- Collaborates with the leadership team and administration to develop school improvement plans and to facilitate professional learning.
- Stays current in professional growth through professional readings, seminars, workshops, and conventions.

#### **Ancillary Job Functions**

- Stays current in the field through professional reading, seminars, workshops, and conventions.
- 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 Administration or related field.
- Wisconsin Administrative Certification: Principal Licensure (#51).
- Minimum of three years of successful PK-12 educational experience.

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

- Previous administrative experience.
- Bilingual/bicultural skills.

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

- Knowledge of current educational research, components of elementary/secondary programming, and best practices for instruction.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Ability to work effectively with students and student groups, staff, families, and the community.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to learn and adapt quickly as situations change.
- Ability to maintain confidentiality in all tasks.
- Ability to work independently with minimal supervision.
- Ability to effectively plan, organize and manage time.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to travel between District buildings as needed in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.

- Ability to assist with the implementation, oversight, and monitoring of the District’s Equitable Multi-Level System of Support (EMLSS).

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

- General office/school environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

**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.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May occasionally be required to grasp, reach, and stoop/kneel/crouch.
- Frequently required to talk and listen.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.