

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Elementary Assistant Principal

QUALIFICATIONS

1. Certified in educational administration and evaluator approval
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO Building Principal

JOB GOAL To help students learn at a high level and to assist in vesting a safe, orderly school environment that promotes learning

PERFORMANCE RESPONSIBILITIES

1. Collaborates with building principal to design & facilitate professional development to certified and classified staff members.
2. Collaborates with the book room team to ensure student resource needs are being met.
3. Conducts formative assessments (walk-throughs) of certified staff members.
4. Supervises the preschool program, including; evaluation of certified and classified staff members, design & facilitate professional development, design & facilitate transitions to school-age programming & communicates with area preschools in the ADM district.
5. Coordinates & facilitates the Watch DOG program at the elementary level.
6. Identifies at-risk and potential dropouts at elementary level and provides support to ensure their academic success.
7. Assists with student discipline issues at the elementary level.
8. Provides supervision of students to ensure safety, including crosswalk, hallways, lunchroom, and busy duty, as assigned.
9. Works collaboratively with building principal and the scheduling team on the master schedule and other student information system work. (Infinite Campus)
10. Works with the school staff to ensure the safety of all students and conducts building safety survey.
11. Designs and implements programs at the elementary level that reflect the changing needs of the student population (Open House, Kindergarten Parent Night, Kindergarten Screening, PACT meetings, book week celebrations, Love & Logic, etc.).
12. Serves on committees as assigned by the building principal.
13. Serves on the district administrative team.
14. Serves on district and building technology committee.

15. Supports building administrative assistant with grade reporting, attendance, and other record keeping functions related to the student information system.
16. Coordinates Intervention Team meetings with building principal.
17. Attends preschool-2nd grade IEP meetings as assigned by building administrator.
18. Assists building principal with 504 meetings and the development of written 504 plans.
19. Evaluates certified and classified staff as assigned by building principal.
20. Facilitates and/or serve on curriculum revision committees as assigned.
21. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
22. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT

Salary and work year to be established by the board.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 14, 2014

Revised