



REVISED:
05/14/2012

JOB TITLE:	ASSISTANT PRINCIPAL ELEMENTARY SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4353
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The elementary school assistant principal, under the direction of and as assigned by the principal, directs, supervises, and evaluates the instructional programs and the work of all assigned personnel, maintains pupil welfare and desirable school – pupil and school – community relations, and develops and executes building rules, regulations, and procedures consistent with general policies of system.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Enforces the Jefferson County Code of Student Conduct and local school regulations in cooperation with the principal
- Assists with the coordination and interpretation of state and district testing programs in the school
- Assists in enforcing appropriate state and federal regulations, school board policies, administrative directives, and accreditation standards
- Collaborates with staff to assist in the development, implementation, monitoring, and evaluation of the school’s improvement plan
- Assists in planning, implementing, and evaluating professional development
- Assists in the integration of curriculum standards, instructional practice, and implementation of authentic assessment experiences
- Engages in rigorous data analysis, results planning, and Response to Intervention implementation
- Organizes and administers the school-center attendance program under direction of principal
- Assists with the development, observation, and evaluation of the instructional program in the school center and assists in observation and evaluation of school-center personnel and support services
- Assists in continuous program planning through budgeting, needs assessment and staffing
- Performs general administrative and supervisory duties in total operation of school and assumes responsibilities for general administration of the school in the absence of the principal
- Acquires, distributes, and inventories curriculum resources (i.e. textbooks, modules, etc.) and assists in the maintenance of property control records as assigned by the principal
- Duties may include performance of health services, for which training will be provided
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master’s Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principalship Certification)

Three (3) years successful teaching experience in public schools
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Effective communication skills

DESIRABLE QUALIFICATIONS

Five (5) years of successful teaching experience in public schools
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Teaching experience at the elementary school level
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Knowledge of current elementary school program(s) and procedures
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