

SURRY COUNTY PUBLIC SCHOOLS
Elementary Administrative Assistant to the Principal
JOB DESCRIPTION

Job Title: Elementary School Assistant Principal
Salary Index: 1.00 (10 + 2)
Reports To: Principal
FSLA Status: Exempt

SUMMARY

Perform the essential duties and responsibilities to assist the building principal with leadership in the ongoing development and improvement of the elementary instructional program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains high standards of student conduct and enforce discipline as necessary, according to the Surry County Public Schools Code of Conduct.
- Assumes responsibility for plant maintenance.
- Assumes responsibility for a safe and conducive school environment for all.
- Assumes responsibility for the school in the absence of the principal.
- Executes any other task assigned by the superintendent or principal.
- Assists the Principal in planning and assessment.
- Promotes effective communication and interpersonal relations with students, staff, parents, and other community members.
- Works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse student population.
- Models professional, moral, and ethical standards as well as personal integrity in all interactions.
- Works in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division.

SUPERVISORY RESPONSIBILITIES

Teaching Staff and Paraprofessionals

Other Professional Staff

All Nonprofessional School Staff

Other Resource and Service Personnel while functioning in the assigned school

QUALIFICATIONS

Hold a Master's Degree and a Postgraduate Professional License.

Have demonstrated the leadership qualities and personal characteristics necessary for working effectively with students, teachers and parents.

EDUCATION and/or EXPERIENCE

Have at least three (3) years of successful experience as a teacher, administrator or supervisor, one year of which must have been at the elementary level. Demonstrate proficiency in the use of computers.

