



### **ASSISTANT PRINCIPAL – ELEMENTARY**

**Department:** Instruction

**FLSA Status:** Exempt

#### **GENERAL PURPOSE**

Shares supervisory responsibility for professional staff with the school principal. Conducts conferences on school issues with parents, students, and teachers. Ensures that school rules are followed by providing positive behavioral supports and discipline that is appropriate and equitable to students. Serves as the LEA in various meetings for students identified with or being considered for special education services. Provides modeling and coaching to teaching staff. Assists with safety and drill practice. Supervises reporting and monitoring of student attendance with the attendance clerk. Plans daily school activities, and assists the principal in interviewing, selecting, and orienting new staff.

#### **ESSENTIAL JOB FUNCTIONS**

- Maintains high standards of student conduct and enforce discipline as necessary, according to the Surry County Public Schools Code of Conduct.
- Responsible for plant maintenance.
- Responsible for a safe and conducive school environment for all.
- Responsible for the school in the absence of the 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.
- Assists with any other tasks assigned by the Principal or School Superintendent.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Master's Degree required.
- Postgraduate Professional License required.
- 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.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Skilled in developing plans, policies and budgets.
- Skilled in the use of computers and office appliances.

- Skilled in the use of word processing and data entry programs.
- Ability to read and interpret documents such as, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of employees.

### **WORKING CONDITIONS**

The employee will operate in an office environment where the lighting is mild and exposure to loud sounds is minimal.

### **PHYSICAL DEMANDS**

The physical demands described here 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 the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, feel, talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date