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| Job Title: | ASSISTANT PRINCIPAL-ELEM | Reports to: | Principal |
| FLSA status: | Exempt | Supervisor duties: | Faculty/Staff |
| Classification: | Certified - Admin | Approved on: | 10/13/2020 |
| Position Summary: | This position assists the principal in the overall administration and supervision of the school. | | |

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Works cooperatively and maintains effective relationships with students, parents, district, county and state personnel, public officials and the general public.
- Responds with tact and courtesy in public or telephone contact situations and provides information requiring a knowledge of state and county education laws, board policies, district procedures and general educational information pertaining to the school.
- Separates those items that are of a confidential nature from those that are not.
- Promotes environmental conditions conducive to good health and safety of the children and staff within the school.
- Serves as principal in the absence of the building administrator
- Keeps the principal informed with regard to the assigned areas of responsibility.
- Maintains direct responsibility for student control.
- Oversees the health services program.
- Confers with students and parents when necessary regarding attendance, health and personal needs.
- Handles all serious disciplinary cases.
- Supervises student conduct on campus and at school-sponsored activities.
- Maintains the school activity calendar.
- Supervises the interscholastic / activities programs.
- Assists in evaluation of the certificated and classified staff.
- Supervises the attendance program.
- Assigns and supervises teachers and other staff members in regular and extra-duty assignments.
- Reviews and recommends transportation requests.
- Supervises publishing the monthly school calendar
- Supervises and administers the use of school facilities.
- Maintains general property control.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of National, Federal, State laws and District policies, rules, and regulations related to the operation and management of school districts and personnel
- Knowledge of curriculum development and implementation techniques and methods
- Skill in implementing long and short term strategic plans, goals and objectives
- Skill in delegating, coaching, assigning and reviewing work performance
- Skill in oral and written communications
- Skill in monitoring multiple budget funding sources for compliance with specifications and regulations
- Skill in developing collaborative efforts among District departments, personnel, federal, national, state, and city governmental entities and organizations
- Skill in establishing and maintaining effective working relationships

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Master's Degree in education
- A minimum of three years successful teaching experience in public school
- Valid AZ Teaching Certificate & Principal Certificate

Computer Proficiency: MS Office Suite, Google Suite

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 the 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 required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, and walk. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 25 pounds.

WORK ENVIRONMENT:

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.