

TITLE: ELEMENTARY SCHOOL ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. Valid Ohio Elementary Principal Certificate
2. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Building Principal

SUPERVISES: Assigned by Elementary Principal

JOB GOAL: To assist Elementary Principal and use leadership, supervisory, and administrative skills in order to promote an effective educational program.

PERFORMANCE

RESPONSIBILITIES:

1. Assists the principal with the supervision of the school's educational program.
2. Implements Board policies and school regulations.
3. Recommends, designs, and implements programs to meet the needs of the school.
4. Assists in the development, revision, and evaluations of the curriculum.
5. Assists with the master teaching schedule and special assignments.
6. Assists with the supervision of all staff members, including OTES evaluations.
7. Provides orientation for new staff members.
8. Assists with recruiting, assigning, training, and hiring of personnel.
9. Shares responsibility for school safety.
10. Assists with the coordination of support services.
11. Provides for inventory control, security, and accountability.
12. Supervises the school's activity accounts and other finances.
13. Assists with the development of the student handbook and information brochures.
14. Encourages high standards of conduct and enforce discipline.
15. Assists with the supervision of school-sponsored activities.
16. Assists with the supervision of the school's co-curricular activities.
17. Budgets school time efficiently.
18. Supervises attendance reporting.
19. Assists with the staff meetings as necessary.
20. Participates in administrative meetings.
21. Delegates authority as necessary.
22. Keeps abreast of changes and developments in education.
23. Assists with the guidance program.
24. Performs other tasks as assigned by the superintendent.

TERMS OF EMPLOYMENT:

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| Salary | 1. As per administrative salary schedule |
| Working Days | 2. 210 |
| Vacation days | 3. none |
| Paid holidays | 4. none |
| Method of pay | 5. 26-pay plan |
| Type of contract | 6. Limited |
| Fringe benefits | 7. As per administrative salary schedule |

EVALUATION:

Performance of this job be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Norton Board of Education _____ Date _____

Reviewed and agreed to by _____ Date _____

NORTON BOARD OF EDUCATION

ADOPTED: June 26, 2018
