

Position: Elementary School Assistant Principal

Reports to: Building Principal

Employment Status: Regular/Full-time

FLSA Status: Exempt

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

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Assist the principal with the supervision of the school's educational program
- Implements Board policies and school regulations
- Recommends, designs, and implements programs to meet the needs of the school
- Assists in the development, revision, and evaluations of the curriculum
- Assists with the master teaching schedule and special assignments
- Assists with the supervision of all staff members, including OTES evaluations
- Provides orientation for new staff members
- Assists with recruiting, assigning, training, and hiring of personnel
- Shares responsibility for school safety
- Assists with the coordination of support services
- Provides for inventory control, security, and accountability
- Supervises the school's activity accounts and other finances
- Assists with the development of the student handbook and information brochures
- Encourages high standards of conduct and enforce discipline
- Assists with the supervision of school-sponsored activities
- Assists with the supervision of the school's co-curricular activities
- Budgets school time efficiently
- Supervises attendance reporting
- Participates in administrative meetings
- Delegates authority as necessary
- Keeps abreast of changes and developments in education
- Performs other tasks as assigned by the superintendent

Other Duties and Responsibilities:

- Assists with the guidance program
- Assists with the staff meetings as necessary

Qualifications:

- Valid Ohio Elementary Principal Certificate
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge of Ohio school law
- Ability to lead and motivate staff and students
- Teaching experience at the high school or elementary school level
- Team building skills
- Knowledge of educational administration
- Knowledge of curriculum and successful teaching strategies

- Knowledge of child development and modes of learning
- Ability to communicate effectively with others both orally and in writing
- Organizational and problem solving skills
- Knowledge of all Ohio academic content standards, initiatives, and laws
- Ability to lead and motivate staff; Posses team building skills

Equipment Operated:

- Telephone
- Copy machine
- Computer
- Printer

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Interaction with staff/students
- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to school on all scheduled workdays including calamity days
- Frequent regular requirement to sit, stand, walk, reach, stretch with hands and arms, kneel, climb, and stoop
- Occasional requirement to travel
- Occasional requirement to lift, carry, push, and pull various supplies and equipment
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Evaluation:

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

Approved by: Norton City Board of Education
Adoption date: March 13, 2023