

# **CHARTIERS-HOUSTON SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**TITLE:** Assistant Elementary Principal

### **GENERAL NATURE OF WORK:**

The Assistant Elementary Principal shall work with the Principal and shall assist the Principal in creating a safe, inclusive and secure learning environment, setting high expectations for all learners, using data to inform decision making and supervise faculty and staff. This is a ten-month position beginning two weeks before each school year and ending two weeks after the last day of school.

### **PROFESSIONAL QUALIFICATIONS:**

1. Possess a valid Pennsylvania certification as an Elementary Principal
2. A minimum of 5 years of successful experience in public education

### **PERSONAL QUALIFICATIONS:**

1. Ability to help others generate a feeling of responsibility and dedication.
2. Ability to supervise others using acceptable human relations skills.
3. Ability to communicate with the various publics making up the communities of the school district.
4. Ability to foster and maintain positive relationships with co-workers.
5. Ability to deal with personnel considerations in a fair, firm and equitable manner.
6. Ability to deal with students fairly and consistently.
7. Ability to develop and maintain a positive school climate conducive to the education of all students.
8. Ability to work as a team player
9. Ability to grow

**JOB GOAL:** To promote the educational development of each student through leadership, supervision, and administration.

**REPORTS TO:** Elementary Principal

**EVALUATED BY:** Superintendent

**SUPERVISION:** Assists in the supervision of all professional and support staff assigned to the elementary school

### **PERFORMANCE RESPONSIBILITIES:**

1. Assists in fostering a high plane of general discipline for the school district, including all school- related activities.
2. Recommends rules and regulations for the best interest of the school district, providing such rules and regulations are not in conflict with rules and regulations as drawn up by the Board of Education.
3. Assists in the management of the school and all its instructional/support programs.
4. Provides instructional leadership in areas as assigned.
5. Assists in monitoring of the written, taught and tested curriculum.
6. Assists in the development of procedures for evaluating student progress.
7. Acts within the parameters of Board policies, administrative regulations, budget limitations, and personnel contracts in assisting with the day-to-day operations of the school.
8. Promotes positive direction toward the realization of school objectives.
9. Assists in the on-going review and revision of the school curriculum.
10. Fosters good interpersonal relations among staff, students, parents, and community.
11. Assists in the interpretation of the school's program to the community and enlists the participation of the community in school life.
12. Keeps abreast of trends, developments, legislation and litigation and research as they pertain to education and school operation.
13. Attends all meetings called by the Superintendent of Schools, the Administrative Assistant to the Superintendent, or the Elementary Principal, upon receiving notice.
14. Is subject to the general rules and regulations governing the other members of the professional staff.
15. Assists the Principal in the observation and evaluation of teachers on an on-going/yearly basis and maintains required anecdotal records.
16. Assists with scheduling of students and teachers and preparation of the master schedule.
17. Assumes full building level responsibilities in the absence of the principal.
18. Attends extra-curricular functions as agreed upon with the principal.
19. Acts as one of the liaison officers between school and community.
20. Assists in providing administrative support for other school district buildings in the absence of the building administrator.
21. Performs such duties and assumes such responsibilities as may be assigned by the Elementary Principal.

**TERMS OF EMPLOYMENT:** As set forth in the Act 93 Administrators Compensation Plan

**EVALUATION:** Will be based on meeting of job description responsibilities and the quality of administrative performance.