

## XXX

**Effective:**

**Updated:**

**TITLE:** Assistant Principal – Elementary School

**QUALIFICATIONS:**

1. Holds a valid Vermont certificate for elementary school principal.
2. Has at least three years of successful teaching experience.
3. Has demonstrated ability as an instructional leader, as a teacher, or administrator.
4. Has demonstrated ability in the areas of school discipline, instruction, curriculum development and staff development.
5. Has demonstrated ability to communicate effectively with students, staff, parents, and community.

**REPORTS TO:** Principal

**JOB GOAL:** To assist the principal in any way possible in promoting the education well-being of each student in the school.

**Essential Functions:**

1. Oversee attendance records and work closely with students, parents, teachers and Director of Pupil Personnel to insure regular attendance on the part of each student.
2. Assist the principal in all matters of discipline within the school.
3. Keep records of all disciplinary actions and be thorough, fair, and firm in maintaining proper student behavior.
4. Greet incoming new students and their parents, assign them a class, explain the school agenda, and generally orient them to the school.
5. Assist the principal in providing a complete daily schedule for each student.
6. Assist the principal in teaching assignments for each staff member.
7. Assist the principal in the supervision of the behavior and the instructional process of each classroom.

8. Assist the principal in supervising extra-curricular activities conducted at the school and be responsible for the safety of the students and the security of the building at these events.
9. Arrange parent conferences pertinent to discipline, grades, etc., as deemed necessary.
10. Assist all substitute teachers in orientation to their assigned duty and assist the substitute in the event of any difficulty.
11. Assist with the teacher assessment process.
12. Perform other duties consistent with the position assigned as may be requested by the supervisor.

**Mental Requirements:**

**Physical requirements**

**Working Conditions:**

**TERMS OF EMPLOYMENT:** Work schedule to be established. (See board approved scheduling)  
Salary as established by the School Board.