



Elementary Assistant Principal

JOB DESCRIPTION

The Elementary Assistant Principal, under the supervision of the Principal, assists and advises the Principal in the management of the school program, personnel, and facilities.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Master's degree
- Texas Principal or other appropriate Texas Administrator Certificate
- Three years experience as an elementary classroom teacher

KNOWLEDGE, SKILLS, ABILITIES

Skill in effectively communicating, both verbally and in writing

DUTIES AND RESPONSIBILITIES

1. Assists the school Principal in overall administration of instructional program and campus level operations
2. Coordinate assigned student activities and services
3. Participate in development and evaluation of educational programs
4. Assists the school Principal in developing, maintaining, and using information systems to maintain records to track progress on campus performance objectives and academic excellence indicators
5. Observe employee performance, record observations, and conduct evaluation conferences
6. Supervises operations in Principal's absence
7. Assists in planning daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules
8. Supervises reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations
9. Conducts conferences on student and school issues with parents, students, and teachers
10. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate (verbally and in writing), interpret policies and procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), stand, walk moderate distances, climb ladders/ramps, balance, stoop, kneel, crouch, pull, push, reach, perform repetitive hand motions, hear, speak, possess visual acuity, drive/travel occasionally, be exposed to temperature/humidity extremes, unusual noise levels, may work prolonged or irregular hours, experience unusual fatigue factors.

PAY SCALE: PE5

NUMBER OF DAYS: 202

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/12/07*