

**JEFFERSON COUNTY SCHOOLS**  
**Job Description**

- POSITION:** Elementary Assistant Principal (220 Days)
- IMMEDIATE SUPERVISOR:** Building Principal
- FLSA STATUS:** Exempt
- EMPLOYMENT TERM:** Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by JCBOE
- SALARY:** Pursuant to WV Code §18A-4-2, in accordance with Jefferson County Administrative Salary Schedule, commensurate with experience and education level
- EVALUATION:** Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

**JOB SUMMARY:** The Principal is the “professional educator who functions as an agent of the county board and has responsibility for the supervision, management and control of a school or schools within the guidelines established by the county board. The principal’s major area of responsibility is the general supervision of all the school to which he/she is assigned and allschool activities involving students, teachers and other school personnel.” (Pursuant to WV Code §18A-1-1) **Therefore, the assistant principal may be involved in any of the functions listed in the job summary of the principal under the direct supervision of the principal or in the absence of the principal.**

**PERFORMANCE RESPONSIBILITIES:** *(In accordance with WV Code §18A-2-9)*

- Assume full administration of the school in the absence of the principal, subject to the same definitions and limitations of responsibility and authority as the principal
- Assist in the review, selection, recommendation, distribution, and inventory of textbooks, equipment, and instructional supplies
- Assist in the supervision and evaluation of the faculty and staff, including extracurricular assignments
- Assist in the preparation of Federal, State, and County reports
- Assist in development of the master schedule (Special’s Schedule/Teacher’s Schedule)
- Assist in coordinating ancillary services necessary for the operation of the school, including, but not limited to, budgeting, transportation, support services including child nutrition and custodial services, pupil services, health and social services, federal programs, special education, common planning, knowledge of best practices relative to curriculum & instruction and school improvement, technology integration, and ADA compliance including 504 plans
- Assist the staff with student relations, staff development, community relations, student discipline, student attendance, student supervision, the instructional program and the Local School Improvement Council

- Implement and administer regulations, policies, and procedures pertaining to student conduct
- If assigned responsibility for athletic program, may be asked to manage all aspects of athletics, including scheduling of activities and officials, ordering and inventory of equipment, and budgeting
- Assist in arranging for substitute teachers and providing appropriate orientation and evaluation of their performance
- Promote a positive school environment, including positive utilization of the faculty senate
- Maintains positive work habits
- Adhere to appropriate safety, hygiene, and health standards and maintains the safety of the work area
- Adhere to schedules; is punctual
- Demonstrate flexibility and the ability to adjust to change
- Implement new responsibilities and assignments and ensures their completion
- Work cooperatively with educational team
- Assist in conducting needs assessments and making recommendations for curricular offerings and program innovations
- Assist in providing for teacher accountability systems which might include reviewing lesson plans, monitoring grades, documenting student progress, and reviewing homeroom registers etc...
- Assist in maintaining discipline and designing alternative methods of discipline for both instructional and ancillary staff
- Assist in supervising the state testing program(s)
- Assist in supervising school-sponsored activities involving students
- Assist in enrollment, orientation, and placement of students
- Assist in providing a system of monitoring and documenting student progress and other statistics
- Assist in supervision of instruction, evaluation, and implementation of the school's instructional program
- Assist in the planning and presentation of staff development programs and regularly scheduled faculty and instructional meetings
- Demonstrate courtesy and tact in interpersonal relations
- Uses good judgment
- Make sound decisions
- Adheres to all school, county, and state policies and procedures
- Demonstrate dependability
- Perform other related duties as assigned by the principal and/or Superintendent

### **QUALIFICATIONS:**

Valid teaching certificate licensing the individual to teach in the specializations and grade levels, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a and §18A-2-9.

- Master's Degree
- Hold or is eligible for a valid West Virginia administrative certificate at the appropriate programmatic level
- Completion of the WV Evaluation Leadership Institute
- Minimum three years successful teaching experience; preference for experience at the appropriate programmatic level

- Knowledgeable in school curriculum at the appropriate programmatic level
- Knowledgeable in County, State, and Federal policies
- Demonstrated ability to work cooperatively and effectively with others and as a member of an educational team
- Effective written and oral communication skills
- Demonstrated ability to integrate computers and technology in educational leadership
- Demonstrated ability to implement innovative programs related to the appropriate programmatic level
- Demonstrate self-control
- Maintain or upgrade skills by working toward self-improvement, reacting favorably to constructive criticism, and attending in-service training and available workshops
- Able to meet multiple demands from several people and interact with the public and other staff members

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess, supervision of outdoor activities and athletics, and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums, outdoor athletic fields, as well as vocational/technical laboratories where noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

*Elementary Assistant Principal 2/17/2016*