

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

9/95 Effective Date	<u>ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL</u> Job Title	3.4.8A Index
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1. Primary Function: Assists in the planning, administration, and evaluation of functions necessary for the operation of an elementary school. Supervises and controls student conduct and attendance.

2. Assigned Responsibilities:
 - 2.01 Student Management Responsibilities
 - 2.01.01 Coordinates the monitoring and supervision of students in hallways, playgrounds and loading and unloading of buses.
 - 2.01.02 Assists with the discipline of students.
 - 2.01.03 Serves as a resource to staff in dealing with classroom management issues.
 - 2.01.04 Assists with students who have emotional and/or discipline problems that require additional attention.
 - 2.01.05 Works with school staff to teach individual, small groups and large groups of students content and skills related to the District's Mission Statement and Long-Term Goal on personal development including conflict resolution, responsibility, and problem solving.
 - 2.01.06 Consults with, and assists, the school staff and parents in developing student behavioral expectations.
 - 2.01.07 Plans, develops, and implements individual student behavior contracts in conjunction with the classroom teacher and parents.
 - 2.01.08 Acts as a resource person for staff training in the area of discipline issues, and provides related materials. Assists teachers in classroom management and effective instructional practices.
 - 2.01.09 Works with referred students for the purpose of modifying inappropriate behavior, and identifies alternative placement for disruptive students.
 - 2.01.10 Coordinates the implementation and evaluation of school wide discipline procedures which match the District Discipline Policy and ensure equity for all students.
 - 2.01.11 Assists the principal on disciplinary issues related to suspension and expulsion.
 - 2.01.12 Assists in developing programs and/or activities to promote positive student behavior as well as intervention strategies. Plans and coordinates school activities and awards programs.

 - 2.02 School Improvement Responsibilities
 - 2.02.01 Participates in school improvement efforts at the school and district.
 - 2.02.02 Assists in the planning and implementing staff development activities.
 - 2.02.03 Assists in the selection of staff.
 - 2.02.04 Carries out the evaluation and supervision of assigned staff.
 - 2.02.05 Coordinates the monitoring of substitutes and student teachers.
 - 2.02.06 Assists with selection, implementation and evaluation of curriculum and instruction within the school/district.

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2.02.07 Works with teachers in identifying appropriate teaching strategies that will address the unique learning styles of students.

2.03 Communication Responsibilities:

2.03.01 Supports the public relations/communications effort directed towards all audiences of the school and District through both verbal and written communications.

2.03.02 Assists with committee responsibilities, e.g., Local School Advisory Committees, volunteers and outside agencies.

2.03.03 Assists in supervising activities in the School Business Partnership.

2.04 Business Management Responsibilities:

2.04.01 Assists in developing and monitoring the school budget.

2.04.02 Assists in monitoring consumable, textbook, library and capital inventories.

2.04.03 Assists in developing school schedules for students and teachers.

2.04.04 Assists with the monitoring and supervision of facilities.

3. Major Planning Requirements:

3.01 Participates in developing annual plans for building operation, procedures, and activities.

3.02 Participates in planning short- and long-term programs and activities to meet a variety of student needs.

4. Key Relationships:

4.01 School Principal: Reports to this position.

4.02 Licensed and Classified Staff: Supervises and evaluates performance of those assigned.

4.03 Area Directors/District Program Administrators: involved in continuous improvement efforts through professional development and assistance with school and district programs.

5. Minimum Qualifications:

5.01 Master's degree.

5.02 Two years of teaching or educational administrative experience

5.03 License: Basic Administrator.

6. Term of Employment: 220 days.

7. Salary Level: Grade 5.

8. Working Conditions:

The position generally works in a school/office environment with occasional travel to evening and weekend meetings and activities.