

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

ELEMENTARY SCHOOL ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. Bachelor's/Master's Degree with coursework in Educational Administration
2. Certification as required by the State Department of Education
3. Successful experience working in an elementary school

DESIRED QUALIFICATIONS:

1. Evidence of Elementary level teaching and/or administrative experience

REPORTS TO: Building Administrator

JOB GOAL: To use leadership, supervisory, and administrative skills to promote the educational development of each student and the effective performance of school personnel.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates good communication skills, sound organizational skills and clear and concise writing skills
2. Shares responsibility with the Building Administrator for all student affairs including providing supervision of all activities occurring during the school day as well as other student activities and extracurricular activities
3. Shares responsibility with the Building Administrator for promoting and maintaining a safe, healthy, and productive school climate that supports and enhances meaningful learning experiences consistent with the mission and goals of the District
4. Participates on a variety of school and District committees.
5. Oversees the daily attendance of students and works with parents to promote regular school attendance
6. Uses computer databases for information retrieval regarding staff, students, and programs
7. Implements school-wide discipline policies for students including assigning consequences for inappropriate behaviors. Maintains records of student infractions
8. Coordinates yearly standardized testing including scheduling and coordinating any testing and make-up exams, when required.
9. Assists the Building Administrator in preparing, interpreting and monitoring a budget for all regular education services and materials used in the program; receiving, accounting, and distributing school supplies as they are received; preparing supply orders and to place those orders

10. Serves with parent, faculty, and student groups as requested in communication, planning and conducting activities that address the educational goals of the school and District
11. Works with staff to promote the effective and consistent application of policies
12. Orients and supervises substitute teachers
13. Shares administrative responsibility to attend and occasionally chair I.E.P. meetings
14. Oversees Multi-tiered system of supports (MTSS) process and procedures.
15. Assists the Building Administrator in the observation, supervision, and evaluation of staff
16. Maintains regular communication with the Building Administrator regarding problems, needs, and activities at the school
17. Serves as the administrator in charge in the Building Administrator's absence
18. Assists in the hiring process for school staff
19. Assists the Building Administrator in the maintenance of the facility including identifying needs and making reports
20. Takes responsibility for his/her own professional growth through reading, attendance at workshops and conferences, and course work
21. Investigates incidents and accidents, writes reports, and takes appropriate actions in response
22. Performs such other duties and responsibilities as assigned by the Building Administrator and/or Superintendent

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff
3. Follows health and safety procedures established by the District
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability, integrity, and other ethical standards

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

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions
2. Physical ability to perform all necessary upper and lower body movements
3. Ability to hear, see, and speak
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with this document and assessment of annual goals by the Building Administrator

History:

Approved 12/12/2012, 09/18/20

Approved: 03/15/23