

Chittenden Central Supervisory Union  
Job Description

JOB TITLE:	Elementary School Assistant Principal
FLSA STATUS:	Exempt
UPDATED:	March, 2001

**POSITION OBJECTIVES:** Assists and supports the Principal in providing optimum educational opportunities for each child and to facilitate administrative matters relating to faculty and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

MANAGEMENT

- Performs those administrative functions required to insure the smooth and efficient daily operation of the school.
- Carries out the district policies as established by the School Board in compliance with all state and federal laws, CCSU and local district policies, applicable master agreements, and regulations of the Superintendent.
- Responsible for providing a safe, healthy, and positive school environment.
- Responsible for administrative coverage of all extra-curricular activities.
- Performs other such duties or assignments as directed by the Principal.
- In all endeavors, represents the Principal and in the absence of the Principal, assumes administrative charge of the school.
- Maintains evacuation procedures.
- Maintains Activities calendar.

STAFF

- Assists in the supervision of all personnel assigned to the school.
- Evaluates or supervises the evaluation of faculty and staff as assigned by the Principal.
- Assists in interviewing and placing student teachers.
- Provides appropriate orientation for teachers new to the school as assigned by the Principal.
- Provides professional recommendations.
- Maintains liaison with heads of departments.
- Visits classrooms as often as possible and assists with the supervision of instruction.
- Distributes professional literature and engages in discussion of pertinent articles.
- Encourages professional growth based on current educational research.
- Assists with Professional Staff Development.

PROGRAM

- Assists in maintaining all educational, co-curricular and extra-curricular programs and activities within the school.
- Assists in maintaining title programs and special programs and services.
- Assists the principal and department heads in program coordination and curriculum development and evaluation.
- Approves outside resources such as guest presenters, materials, etc.
- Assists with the preparation and conduct of commencement.

STUDENTS

- Assists with orientation of all students.
- Responsible for maintaining order and discipline within the school.

- Provides written and oral student and alumni recommendations as requested.
- Assists with the supervision of the broad range of co-curricular and extra-curricular student activities.
- Supervises Grade 9 students.

## PUBLIC RELATIONS

- Initiates and responds to requests for parent conferences.
- Contributes to Annual Report.
- Provides information to the community and the media when appropriate.
- Assists with the organization of the annual open house and other parent activities.
- Hosts school activities and other special events.
- Cooperates with local governmental, civic, and professional groups when it is appropriate.

**SUPERVISION RECEIVED:** Reports to and evaluated by the Principal. Receives very limited administrative direction, planning and implementing the activities of the school and related programs. Has regular meetings with supervisor on a monthly or quarterly basis regarding overall progress, direction, objectives of the program, with more frequent consultations regarding special problems or specific activities as necessary.

**SUPERVISORY RESPONSIBILITIES:** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring (or recommending for hire), orientating and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints/grievances and resolving problems at the direction of the Principal.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Master's Degree in School Administration or other appropriate discipline plus five years of proven success as a classroom teacher and educational leader (with a minimum of 3 years spent in successful classroom teaching at the secondary level, the balance in an administrative or supervisory position or a combination of education and experience from which comparable knowledge and skills are acquired. Knowledge of contemporary instructional theory and practice.
- Commitment to standards-based curriculum and instruction, success for all learners, parent and community participation in school life, and life-long learning; and dedication to the highest level of student and staff performance.
- **Certifications and Licenses.** Valid Vermont Professional Educator's License with a 1-91/3-91 Endorsement (Level II preferred), plus meet all the basic competencies and qualifications under section 5440-91 of the *Regulations Governing the Licensing of Educators and the Preparation of Educational Professionals*.<sup>1</sup> Valid Vermont driver's license also required.
- **Language Skills.** Ability to read, analyze, and interpret the complex scientific, educational and technical journals, financial reports, and legal documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to faculty and staff, top management, public groups, and/or school board members.
- **Mathematical Skills/Reasoning Ability.** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

- Computer Skills and Experience. Experience and proficient computer skills in word processing, spreadsheet, and database programs required. Experience with Microsoft Office preferred.
- Reasoning Ability/Mental Requirements. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, oral, written or diagram form and deal with several abstract and concrete variables.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively, collaboratively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Ability to effectively handle stressful situations and resolve conflicts.

**PHYSICAL EFFORT AND STRESS.** Physical ability to perform the essential functions of the job as outlined above, in addition to the following: (occasionally, frequently, regularly, constantly)

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift (or assist with lifting), restrain and/or move school aged students. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Physical ability to drive also required.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet to moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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<sup>i</sup> May be found on the Vermont Dept. of Education website <http://www.state.vt.us/educ/license/index.htm>