

POSITION TITLE: K-8 ASSISTANT PRINCIPAL

REPORTS TO: K-8 PRINCIPAL

Primary Descriptor: Under the direction of the Principal, the Assistant Principal serves as a leader in the planning, coordination, and administration of school activities and programs including curriculum, instruction, assessment, student conduct and attendance as well as the supervision and evaluation of assigned personnel.

Essential Responsibilities

1. Assists in planning, development, organization, coordination and supervision of instructional programs and activities.
2. Assists Principal in efforts related to improving student academic achievement; helps ensure that the school meets or makes satisfactory progress toward achievement goals.
3. Assists in the development, implementation, and evaluation of intervention goals that address the needs of all students.
4. Assists the Principal in providing instructional leadership to the school.
5. Supervises and evaluates designated staff as assigned by the Principal.
6. Serves as a member of the Leadership Team.
7. Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
8. Responds to and assists with any job responsibility determined by the Principal.

Education, Experience & Certification

- Master Degree in Education or related field
- Five years teaching experience
- Certified New York State Building Leader or School District Building Leader
- NYS Fingerprint Clearance

I understand what is expected of me and agree to fulfill these duties.

Name

Principal