

**ST. JAMES R-I SCHOOL DISTRICT
CERTIFIED POSITION DESCRIPTION**

Title: Assistant Elementary Principal

Updated: 3/01/17

F.L.S.A. Exempt Professional

Qualifications:

1. Valid Missouri K-8 principal certificate issued by the Department of Elementary and Secondary Education
2. A minimum of two years teaching experience
3. Effective communication, team-building, and organizational skills
4. Provide effective instructional leadership

Reports To: Elementary Principal

Supervises: Teachers and office staff

Job Goal:

The assistant elementary principal will assist the head principal with all instructional and management leadership responsibilities within the elementary building. Major responsibilities include the educational program, professional and classified staff, student development, and developing effective community relations.

Performance Objectives:

1. Assist with the monitoring of the effectiveness of the school's curricular instructional and assessment practices
2. Assist with establishing and monitoring standards, procedures and routines for student, staff and school safety
3. Assists with the assignment and evaluation of certified and support staff as well as substitutes
4. Promote positive school and community relationships
5. Supervision at school events
6. Develop and implement strong lines of communication and collaboration with students, staff and parents
7. Shares with the principal the responsibility for administering the district's discipline and attendance policies through accepted building procedures
8. Attend all meetings as directed by supervisor
9. Belongs to appropriate educational organizations
10. Perform all other duties as assigned by supervisor and district office administration

Terms of Employment:

The superintendent makes employment recommendations in February of each year for the next fiscal year. The assistant elementary principal shall be employed on a 261 day basis. Employment will be secured through a written contract, which will state the terms of the appointment, compensation, benefits and other conditions of employment. The elementary principal's contract shall be reviewed annually and may be extended at the discretion of the Board, not to exceed two (2) years.

Evaluation:

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certificated Personnel (P 4610).