



ST. JOSEPH SCHOOL DISTRICT

Educating Each Child for Success

Position Title: Assistant Elementary Principal

Qualifications:

Required: Master's Degree in Education Administration (or related field). Must have three to five years of related experience. MANDT training.

Preferred: A Master's Degree in Elementary Education Administration.

FLSA: Exempt

Salary Schedule: Per Approved Administrative Salary Schedule

Direct Report: Building Principal

Terms of Employment: 10 1/2 Month

Purpose: Assists the principal in the leadership, coordination, supervision and management of the school program and operation. Because of the scope of the duties required by this job, the acceptance of extra duty assignments is not allowed.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- Assist the principal in developing and maintaining an effective educational program consistent with State and Federal guidelines and the philosophy, policies and goals of the School Board; meeting and conferring with students, parents, faculty and staff.
- Lead the development and maintenance of school culture into a results-oriented collaborative learning community.
- Assist with interpretation and enforcement of school policies and regulations.
- Support the principal in the collaborative development, implementation and ongoing refinement of the school's continuous improvement plans.
- Monitor compliance with federal, state, and local mandates and guidelines related to local and state testing programs and the local special education program.
- Plan and implement a professional development/growth program for teachers and staff.
- Ability to work with a diverse population.
- Proficient in Microsoft Office Suite.
- Organized thinker with exceptional attention to detail.
- Excellent communication skills, verbally and in writing; knowledge and experience in grant writing.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Other duties assigned.



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Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.