

Wentzville R-IV School District
Position Description
Locator: 1.09

Position Title: Assistant Elementary Principal
Reports To: Building Principal

SUMMARY

Assists the principal in the effective and efficient management of the assigned school.

QUALIFICATIONS/REQUIREMENTS

The assistant principal shall have completed a Master's Degree in Education and shall hold a valid Missouri principals certificate. Experience in a supervisory or administrative capacity is desirable.

ESSENTIAL JOB DUTIES

- Assists the principal in the general administration of the school, and serves as principal when the principal is absent.
- Is familiar with the duties of the principal, the instructional program, and the procedures followed in the school assigned.
- Makes recommendations to the principal concerning the schools administrative procedures and program of instruction
- Confers with the principal, as needed concerning the school's activities and special programs.
- Assists in the preparation of reports and other paperwork required or appropriate to the schools administration.
- Assists with requisitioning, receiving and distributing of supplies, textbooks, and equipment, and keeps an accurate record of supplies, textbooks and equipment
- Assists in the development of the school building budget.
- Assists in the development of the master schedule for the school and in the student assignment/registration process.
- Assists in maintaining accurate, confidential and complete pupil records.
- Assists in the preparation of teacher and student handbooks.
- Maintains high standards of student conduct and enforces discipline, as necessary, according to District policy.
- Assists the principal in monitoring the instructional program and implementing approved curriculum guides.
- Assists in the organization of grade level, Student Teacher Assistance Team, grade level chairs, or other faculty meetings.
- Works to improve classroom instruction, student teacher rapport, discipline and attitudes and relationships by observation and conferences.
- Evaluates all assigned staff members according to Board policy and District procedures. Identifies and communicates strengths and weaknesses to assigned staff members.

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- Attends special school events and supervises assigned school-sponsored activities.
- Works with parent, faculty and student groups, as requested.
- Assists in informing patrons and members of the community about school programs as a liaison between the school and public.
- Assists in conducting safety inspections and safely/emergency drill practice activities.
- Cooperates with support staff personnel in organizing and conducting effective maintenance, custodial food service, and transportation service programs.

OTHER DUTIES AND RESPONSIBILITIES

Performs such other tasks and assumes such other responsibilities as the Principal or Superintendent may assign.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibility listed are performed by the individuals currently holding this position, and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The assistant principal shall be employed for a term of one year during the month of March. The assistant principal shall be employed on a twelve-month basis.

EVALUATION

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.