

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA  
JOB DESCRIPTION, FEBRUARY 2005**

**JOB TITLE: ELEMENTARY ASSISTANT PRINCIPAL**

**GENERAL STATEMENT OF JOB**

Under occasional supervision, assists the Principal, teachers and other instructional staff in coordinating and improving the instructional program of assigned grade level(s) to the benefit of every student; assists the principal with daily school administrative functions, including but not limited to the enforcement of student discipline policies and procedures; supervises and coordinates the work of assigned personnel, ensuring subordinates' adherence to school and District policies, regulations and goals. Reports to the Principal.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Assists the school Principal by providing leadership in the coordination, implementation and improvement of the school's instructional program, and assisting with other administrative functions as assigned.

Supervises subordinate staff; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; assisting with the selection of new employees; acting on employee problems; and recommending the discipline and discharge of employees as appropriate.

Reviews the work of subordinates for completeness, accuracy and adherence to District policies; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Assists in the preparation of the school's annual operating budget.

Serves as a resource person to the Principal, teachers, parents and others by assisting in the selection and evaluation of instructional methods and materials, suggesting methods appropriate to individual needs, responding to questions about school programs and instructional policy matters.

Assists the Principal in assessing the instructional program. Assists in the supervision of teachers, staff and students; assists in developing, implementing and evaluating staff development opportunities at the school level; performs teacher observations periodically including TPEC, drop-in and APT observations; coordinates the placement of student teachers, practicum teachers and teacher cadets.

Assists the principal in establishing an appropriate atmosphere for maximal student learning.

Assists teachers and Principal in coordinating school testing programs, analyzing and interpreting test data and monitoring student growth and progress.

Works with teachers in assessing instructional problem areas and finding appropriate solutions; encourages teachers to use new methods and materials where appropriate for the improvement of instruction; helps plan and implement new instructional programs or procedures.

Orders and assigns textbooks to students and teachers; maintains inventory.

Assists in and coordinate the scheduling and assigning of teachers and students for each school term.

Supervises detention, bus loading / unloading, early morning activities, cafeteria duties and/or other operational functions as assigned.

Serves on the school's discipline committee; maintains high standards of student conduct and enforces discipline as necessary, complying with due process and rights of students; monitors attendance; attends suspension/expulsion hearings; provides family court referrals and intervention recommendations.

Coordinates, facilitates and/or provides leadership of school programs, which may include but are not limited to homebound instruction coordination, mentoring program, tutoring programs, volunteer programs, child study and intervention teams, School Improvement Council activities, PTO activities, Student Assistance Team, after-school programs, school store, Student Council, etc.

Assists in identifying special needs students; assists in planning instructional programs for special needs students; attends IEP meetings; may provide leadership and management of all school-level special education programming; maintains related records.

Coordinates and/or assists with the development and implementation of school activities, programs, assemblies, fund raisers and other functions; attends and assists in supervising students during school sponsored events, including night activities.

Receives and responds to inquiries, concerns and complaints from teachers, other staff, students and parents; maintains effective relationships with students and parents; works to resolve administrative, instructional and behavioral problems.

Enforces policies and procedures designed to protect the safety and welfare of students and staff while on campus; conducts safety drills.

Keeps the Principal informed of events and activities of an unusual nature as well as routine matters related to the Principal's accountability.

Participates in efforts to build or enhance community support of school programs and projects; attends and participates in community meetings as appropriate.

Attends staff and other District meetings as necessary.

Keeps abreast of developments and innovations in the profession and ensures that staff members remain current as well.

Compiles data for and prepares various records and reports as are required by law, Board policies and administrative directives, which may include budget documents, purchase orders, performance evaluations, statistical reports, grant reports, test score analyses, incident reports, program status reports, and other records, reports, memos, correspondence, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, typewriter, fax machine, copier, calculator, telephone, public address system, audio-visual equipment, security equipment, two-way radio, etc.; uses clerical, copier, computer supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, Superintendent, other District administrators and staff, school administrators and teachers, Board

members, State Department of Education personnel, various committees, parents, students and the general public.

Attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skills.

### **ADDITIONAL JOB FUNCTIONS**

Monitors classes in teachers' absences as necessary.

May oversee preparation of the annual student handbook.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, preparing rooms for meetings and activities, checking/securing doors, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Master's degree in education supplemented by three for four years of teaching experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid Teacher certificate from the S.C. State Board of Education, and must possess or be in the process of obtaining Administration certification. Must possess a valid state driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.

**Language Ability:** Requires the ability to read a variety of policy and procedure manuals, computer manuals, reference materials, etc. Requires the ability to enter data into computer and prepare reports, correspondence, budgets, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

**Intelligence:** Requires the ability to apply logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in oral, written or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

**Manual Dexterity:** Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency or tight deadline. The worker is subject to tension as a regular, consistent part of the job.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Lexington Richland School District Five as they pertain to the performance of duties of the Elementary School Assistant Principal. Has thorough knowledge of the organization of the District and of related departments and agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound, educated decisions. Has the ability to help plan and develop daily, short- and long-term goals related to District purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has thorough knowledge of the principles and practices of elementary education and school administration, instructional / curriculum theories and practices, school testing programs, student behavior management and discipline enforcement. Has knowledge of a wide variety of instructional methods and materials; is able to select and evaluate appropriate instructional methods and materials. Has knowledge of special education programs and student needs; has knowledge of diagnostic procedures for students who appear to have special needs. Has knowledge of counseling and problem-solving techniques. Is able to effectively counsel students in adjustment, disciplinary and academic problems. Is able to work with students, parents, teachers, guidance counselors and others as necessary to provide the best possible educational environment for students with disciplinary problems. Has knowledge of theories and methods of motivating such students. Knows how to react calmly and quickly in emergency situations; is able to handle volatile situations calmly and professionally. Is able to help implement effective policies and procedures to help ensure the safety and well-being of students and staff while on campus. Is able to perform duties effectively and professionally in an environment in which discrimination and other public issues are constant concerns. Knows how to help supervise both professional and classified staff. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to

make recommendations based on results. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has thorough knowledge of the terminology and various professional languages used within the department. Has knowledge of proper English usage, grammar, punctuation and spelling; has the mathematical ability to handle required calculations. Is able to help compile, organize and utilize various financial information necessary in the preparation of school budgets, and knows how to prepare and monitor budgets. Has knowledge of and is able to use modern office practices and equipment, including computers for word and data processing and records management. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to make public presentations. Is able to participate in effective public / community relations efforts in order to garner support for school programs and projects. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates

expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into

functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**