



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title	Assistant Elementary Principal
Reports To	Elementary Principal
Level/Grade	Pre K through Grade 4
Type of position:	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor

Qualifications

- Master's Degree
- At least five years teaching experience
- Elementary administrative experience preferred
- Hold or be eligible for Elementary Principal certification

Essential Duties and Responsibilities (*other duties may be assigned*)

- School Public Relations
 - Coordinates school newsletter with the responsible group
 - Coordinates press relations
 - Coordinates school webpage (works with school technology coordinator and elementary webmaster)
 - Coordinates school publications
- Special Education
 - Assists Principal and Central Office staff as necessary
 - Coordinates special education files with the central office and within the school
- Curriculum
 - Coordinates kindergarten accreditation
 - Oversees/supervises an assigned curriculum area
 - Coordinates testing/assessment
- Evaluation
 - Evaluates personnel
- Fiscal
 - Assists with budget preparation and coordination
 - Makes budgetary recommendations
- Meetings
 - Attends faculty meetings on a rotating basis

Supervises

Elementary School Staff

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts. Ability to apply concepts of basic algebra and geometry.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Specialized Training and/or Associates Degree

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Creation Date: 10/24/2002

Revised Date: 8/1/2014

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.