

CODE:
FLSA:

**KERSHAW COUNTY SCHOOL DISTRICT, SOUTH CAROLINA
JOB DESCRIPTION, OCTOBER 2007**

JOB TITLE: ELEMENTARY SCHOOL ASSISTANT PRINCIPAL

GENERAL STATEMENT OF JOB

Under occasional supervision, assists in providing the leadership and management skills necessary to maximize the efforts of teachers and students in an environment which is conducive to educational enhancement, growth, and achievement. Assists in supervising and coordinating the work of all professional, paraprofessional, administrative and non-professional personnel; ensures subordinates' adherence to District policies, regulations and goals. Reports to the Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists in supervising staff members; assigns work loads and establishes work schedules; directs and supervises duties of assigned staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems; and recommending the discipline of employees as appropriate.

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

Assists in developing and implementing staff development opportunities.

Assists Principal in planning, implementing and evaluating the effectiveness of school-wide programs, policies, goals and objectives. Ensures that all School Board and administrative policies are effectively explained and implemented.

Observes and evaluates the instructional program; observes classroom environment and makes recommendations for improvement in instruction and class management as appropriate.

Assists with curriculum development, selecting and recommending textbooks and instructional equipment, coordinating standardized testing, etc.

Assists in the preparation of the master class schedule; maintains school calendar.

Compiles annual budget requests and assists the Principal in the management of the overall school budget; requisitions and maintains adequate supplies and equipment.

Monitors student behavior; maintains high standards of student conduct and enforces discipline as necessary, complying with due process and rights of students. Attends disciplinary hearings as required.

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Coordinates and supervises student activities and special programs as assigned.

Receives and responds to inquiries, concerns and complaints from teachers, students and parents. Works to resolve administrative, instructional and behavioral problems. Coordinates student conferences.

Enforces policies and procedures designed to protect the safety and welfare of students and staff while on campus. Conducts safety inspections and safety drills periodically.

Works with authorized personnel in the modification and utilization of the building, physical facilities and school grounds. Supervises building custodial care.

Supervises the preparation and maintenance of all such records and reports as are required by law, Board policies and administrative directives.

Assists in organizing and implementing the public relations program for assigned school.

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

Maintains effective relationships with students and parents.

Performs the duties of Principal in his/her absence.

Coordinates and/or supervises special projects and programs as assigned by Principal.

Performs administrative/office duties as required, including but not limited to typing reports and correspondence, entering data into the computer, copying and filing documents, answering the telephone, attending meetings, etc.

Receives, reviews, prepares and/or submits various records and reports including budget documents, financial reports, billing invoices, testing data, staff reports, schedules, faculty manual, strategic plans, exam schedules, calendars, job applications, performance appraisals, student records, discipline reports, staff development reports, duty rosters, requisitions, accreditation reports, inspection reports, technical and professional reports, memos, correspondence, etc.

Refers to policy and procedure manuals, computer manuals, professional journals, textbooks and other curriculum materials, etc.

Operates a variety of equipment such as a computer, printer, typewriter, two-way radio, telephone, calculator, etc.

Uses clerical, copier and computer supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, Superintendent, other District administrators, subordinates, other school administrators and staff members, parents, students, Board members, law enforcement personnel, community organizations, outside professionals, and the general public.

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ADDITIONAL JOB FUNCTIONS

Attends meetings, classes, workshops, etc. as necessary to maintain professional growth and development.

Supervises and/or observes children as required on school grounds.

Provides transportation for children as required.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Master's degree in education administration supplemented by at least five years of teaching experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess valid S.C. certification as an elementary school principal/administrator.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, telephone, etc. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting carrying, pushing and/or pulling of objects and materials of light weight (5 to 10 pounds).

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 Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of laws, policies and procedures, technical and professional studies, reference books and publications, etc. Requires the ability to prepare performance appraisals, policies, complex reports, schedules, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical, schedule or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a diverse staff; to

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learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds and in a variety of technical and/or professional languages including education administration, curriculum development, budgeting, personnel, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of algebra and statistics.

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 using office machinery.

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

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations, volatile situations or tight deadlines. Worker may be subject to danger or risk to a slight degree and to tension as a regular, consistent part of the job.

Physical Communications: 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 Kershaw County School District as they pertain to the performance of duties of the Assistant Elementary School Principal. Has thorough knowledge of the organization of the District and of related departments and agencies. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to 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. Is able to plan, organize, and prioritize daily assignments and work activities. Has thorough knowledge of school administration, organization and curriculum theories and practices. Has knowledge of how to react calmly and quickly in emergency situations; is able to handle volatile situations calmly and professionally. Is able to perform duties effectively and professionally in an environment in which discrimination and other public issues are constant concerns. Has knowledge of how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising

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various programs and related activities. Is able 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. Is able 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 comprehensive 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 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. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has knowledge of how to make public presentations. Is able 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.

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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.

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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.