



## METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

Title: Assistant Principal - Elementary

Reports to: Principal

### Qualifications:

- Experience in elementary instruction
- Experience in disaggregating and interpreting data
- Knowledge of instructional practices that are most commonly used in elementary settings, including readers' and writers' workshop, project approach and developmentally appropriate practices for students in grades 1-6

### Performance Responsibilities:

1. Assists the principal in the overall administration of the school.
2. Serves as acting principal in the absence of the principal.
3. Assists the principal in supervising and evaluating the school's instructional program.
4. Strives continually toward enhancing the instructional process.
5. Assists in the supervision and evaluation of all staff to enhance their performance.
6. Takes an active interest to promote personal and professional development.
7. Becomes trained in designated areas (i.e. Cooperative Learning, LT Instructional Framework, RTI, technology) of the staff development program, and trains other school personnel.
8. Assists the principal in establishing and maintaining an effective climate for learning.
9. Work with other professional staff members in resolving a student's school related problems.
10. Assists the principal in maintaining high standards of student conduct.
11. Serves as a member of school and/or district committees and participates in school and/or district special projects.
12. Assists the principal in interviewing applicants for staff positions.
13. Assists in maintain effective public relations with the community and utilizes community resources to enrich the learning process.
14. Keeps the principal informed of the school's activities and issues.
15. Coordinates special services activities (i.e. initial screenings, case conferences, student staffings, RTI, referrals/conferences) and Section 504 referrals.
16. Assist in the development of Behavioral Intervention Plans.
17. Make referrals to appropriate outside agencies in coordination with building administrators.
18. Assist in the development of a plan for students with persistent absenteeism.
19. Assist students in transitioning from home to school at the beginning of the day.
20. Performs such other tasks and assumes such other responsibilities as the principal may assign.