

West Salem School District
Job Description

Position Title:	Elementary School Associate Principal
Qualifications:	Strong educational and employment history in educational administration
Department:	West Salem Elementary School
Reports To:	Elementary School Principal/Superintendent

I. Summary:

To use leadership, supervisory, administrative, and professional skills to assist the principal in the leadership of the elementary school to promote the educational development of each student.

II. Essential Duties and Responsibilities:

- A. Coordinate student attendance policies and procedures.
- B. Establish and review student discipline policies.
- C. Provide, maintain and encourage parental involvement.
- D. Work, as required, with parent/guardian, faculty and student groups advancing educational and related activities and objectives.
- E. Discuss and resolve individual student attendance, academic, personnel, and behavioral problems.
- F. Supervise the reporting and monitoring of student attendance.
- G. Serve as a member of the administrative team.
- H. Serve as building administrator during the absence of the principal.
- I. Serve as an administrative representative on various committees as assigned and attend regular school board meetings.
- J. Assist the principal with the budgetary and student and staff schedule process.
- K. Implement school board policies and administrative rules and regulations.
- L. Participate in recruitment and hiring of elementary school personnel.
- M. Participate in personnel assignment process with the elementary school principal.
- N. Supervise and evaluate personnel as assigned by the principal.
- O. Assist in planning professional staff development activities.
- P. Knowledgeable on best practices in curriculum and serve on committees as assigned to develop the broad goals and objectives.
- Q. Assist in the planning, organizing and implementation of all school-wide activities.
- R. Coordinate and encourage positive school involvement with school and community organizations.

- S. Serve as a liaison between the school and the community.
- T. Keep abreast of the changes in the profession by attending meetings, conferences, visiting schools, and discussing problems of mutual interest with others in the field.
- U. Be an active member in appropriate community and professional educational organizations.
- V. Complete expulsion and suspension and truancy reports.
- W. Implement and supervise the district's summer school program as directed by the superintendent.
- X. Perform all such other duties as the superintendent or elementary school principal assign.
- y. As a representative of the school district, he/she is expected to deal with the public in a courteous and professional manner.

III. Supervisory Responsibilities:

Assists the principal in the supervision of all elementary school personnel.

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

Have a Master's Degree in Administrative Leadership and three years of teaching experience. Three years of administrative experience preferred.

B. Certificates, Licenses, Registrations:

Hold a current Wisconsin Department of Public Instruction (DPI) principal's license. Maintain updated First Aid, Cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certification and hold a current driver's license.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to take meeting notes, write drafts of meeting minutes, edit reports, and complete business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public. Ability to make oral presentations to groups of staff, students, parents and or community members.

D. Mathematical Skills:

Ability to read charts, graphs and computer data.

- E. Reasoning Ability:
1. Ability to define problems, collect data, establish facts and draw valid conclusions.
 2. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
 3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.
- F. Technology Skills:
1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
 2. Demonstrate appropriate software skill levels for word processing, spreadsheet development, construct and present visual presentations, and telecommunications skills.
- G. Other Skills and Abilities
Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
- H. Physical Demands:
1. 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.
 2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
 3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object. Lifting up to 50 pounds.

I. Work Environment:

1. 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.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

APPROVED: May 13, 2003

REVISED: November 26, 2012