



## 2.15 ELEMENTARY ASSISTANT PRINCIPAL

### Qualifications

New York State administrative certification as a School Administrator/Supervisor (SAS) School Building Leader (SBL) or School District Administrator (SDA) OR eligibility through Interstate agreement is required.

### Reports To

Building Principal

### Description

The Assistant Principal works in concert with the Principal in all aspects of school leadership, promoting excellent instructional practice throughout our school to support the success of each student.

### Supervises

Building level faculty & staff

### Responsibilities

1. Assist the Principal in the supervision and evaluation of the performance of school personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment.
2. Help monitor the progress of students, report progress to families, positively impact professional practice and student achievement by using district data reporting mechanisms and serving on our building-based data team.
3. Coordinate After-School clubs with parent volunteers and community organizations.
4. Assist the Principal in identifying instructional strategies that positively impact teaching and learning, and in the ongoing training of staff required to achieve regular use of those strategies.
5. Responsible for developing building-level schedules.
6. Coordinate textbook and materials ordering.
7. Hire, supervise, evaluate and coordinate professional development for our teaching assistants.
8. Supervise all aspects of AIMSweb assessments and NYS testing for Smallwood. Coordinate state assessments scoring for both elementary schools within our district.
9. Help build on all aspects of our existing partnerships amongst all four schools within our district.
10. Take proactive steps to maintain, , as well as to improve upon, our already positive and productive school climate by building effective relationships with students, staff, families and community.
11. Attend and participate in school-related functions.
12. Identify short-term and long-term priorities and attend to them effectively.
13. Identify parent, student, and staff concerns, responding appropriately and with empathy.
14. Participate in district-level activities as assigned by the Superintendent.
15. Serve as the Principal-designee when so designated by the Principal or Superintendent.
16. Supervise transportation and coordinate with the District's School Business Administrator to resolve issues related to transportation.
17. Attend and contribute to CSE, RTI, and IST meetings, as requested.
18. Perform all other related duties as required or assigned.