



## ICSD Human Resource Services

### Certified Employee Job Description

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**Department:** Building Administration

**Date Prepared:** 1/2024

**Job Title:** Elementary Assistant Principal

**Classification (FLSA Status):** Exempt

**Lane/Salary Grade:** Administrator Salary Schedule - Elementary Assistant Principal

**Location:** Assigned School

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**General Function:** The Assistant Principal will play a pivotal role in school administration, with a specific focus on student behavior, positive behavior supports, and providing instructional support for teachers and paraprofessionals. This position requires a dynamic leader who is passionate about creating a positive and supportive learning environment for all students and staff.

#### **Organizational Structure:**

**Job Title:** Elementary Assistant Principal

**Supervisor's Title:** Building Level Principal and Executive Director of Elementary Programs

#### **Jobs Reporting to this Title:**

- All employees assigned to the school

#### **Summary and Overall Objective:**

School Assistant Principal assists in the direction and coordination of all educational, administrative, and counseling activities of elementary school programs.

#### **Essential Functions Duties and Responsibilities:**

- **1. Student Behavior and Positive Behavior Supports:**
  - Develop and implement a school-wide positive behavior support system to promote a positive and respectful school culture.

- Collaborate with teachers, staff, and parents to address student behavioral issues effectively, ensuring a safe and effective learning environment.
- Provide guidance and support to teachers in implementing evidence-based behavior intervention strategies.
- Conduct regular assessments of behavior programs and adjust strategies based on the analysis of behavioral data.
- **2. Instructional Support:**
  - Collaborate with teachers and paraprofessionals to enhance instructional practices, differentiation, and classroom management techniques.
  - Provide coaching and professional development to improve teaching strategies, curriculum implementation, and student engagement.
  - Assist in the development and implementation of school-wide instructional initiatives to improve student achievement.
  - Conduct classroom observations, provide constructive feedback, and support teachers in their professional growth.
- **3. School Administration:**
  - Assist the principal in day-to-day school administration, including student scheduling, staff supervision, staff evaluation and school events.
  - Collaborate with the principal in developing and implementing school policies, procedures, and initiatives.
  - Participate in disciplinary actions and collaborate with parents and teachers to address behavioral concerns effectively.
  - Support the development and maintenance of a positive and respectful school culture.
- **4. Data Analysis and Assessment:**
  - Assist in assessment administration.
  - Analyze student achievement and behavior data to identify trends and areas for improvement.
  - Use data to inform decision-making related to instructional strategies, behavior interventions, and school-wide initiatives.
  - Collaborate with teachers and staff to develop and implement data-driven action plans to support student success.
- **5. Professional Development and Training:**
  - Assists with organizing and conducting professional development sessions for staff on topics related to behavior management, instructional strategies, positive behavior supports, etc.
  - Assists with facilitating training sessions for paraprofessionals to enhance their skills in supporting classroom instruction and student behavior management.

**Competencies (Knowledge, skills, abilities):**

- Possess academic and intellectual competencies required to perform functions listed above.
- Possess written and oral communication skills necessary to communicate and present information in an effective and professional manner.
- Possess the ability to read, analyze and interpret general business periodicals, professional journals, technical instructions and government regulations.
- Be able to apply necessary mathematical functions and processes to successfully manage school budgets, purchasing and staffing.
- Be able to define problems, collect data, establish facts and draw valid conclusions.
- Be able to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Be knowledgeable of federal and state school law and of district policies and practices.
- Be knowledgeable of child development issues and proven, current and effective educational practices as they relate to elementary school children.
- Possess and be able to apply knowledge of current and past educational research and theory in areas of the administrative assignment.

- Demonstrate proficiency in the use of computer technology to complete essential duties and responsibilities.
- Must have basic computer knowledge, be familiar with Google docs and check email frequently. Must be willing to learn and use all computer systems and software as needed.
- Be able to perform basic first aid and CPR.
- Regular, reliable, predictable attendance and job performance is required

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

### **Qualifications:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required.*

### **Required Education and Experience:**

- Master's degree in Education, Educational Leadership, or related field.
- Teaching certification and previous teaching experience.
- Administrative certification
- Strong understanding of positive behavior supports, behavior intervention strategies, and evidence-based instructional practices.
- Excellent communication, interpersonal, and leadership skills.
- Ability to analyze data and use it to inform decision-making.
- Knowledge of diverse instructional methods, differentiation, and classroom management techniques.
- Ability to establish positive relationships with students, staff, parents, and the community.
- Proficiency in using technology for data analysis and administrative tasks.

### **Preferred Education and Experience:**

- Experience as an assistant principal or in a similar leadership role preferred.
- Endorsement in Reading, Instructional Coaching, ESL STEM, and/or Technology, .

### **Required Licenses and Certifications:**

- An active Professional Utah Teaching Certificate
- An active Utah Administrative/Supervisory License or in an Administrative licensing program.
- Safety Care Certification and maintenance of certification is required.

### **Character**

- Iron County School District expects all employees to practice high standards of moral and ethical conduct which are consistent with the values taught in our schools.
- All employees are expected to be law abiding, ethical and honest; and demonstrate respect for the dignity of all students, colleagues, parents and members of the community.
- All employees are expected to adhere to all district policies while employed.

### **Working Conditions:**

*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.*

**Work Environment:**

- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level is moderate.

**Physical Demands:**

- Regularly required to stand, walk, sit, talk and hear.
- One is occasionally required to reach with hands and arms, to stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required include close vision, distance vision and depth perception.
- Some extended hours

**Machines, Tools, Equipment Used:**

- Copy machines and high speed duplicators.
- Fax and computer technology.
- Video equipment
- Classroom Technology (i.e., projectors, document Cameras, SMART Boards, etc.)

**Possible Hazards:**

- Contact with dissatisfied individuals

**Expected Work Hours:**

- 240 day contract
- Some after school hours may be required

**Travel Requirements:**

- Some local travel required
- Some extended travel to state meetings and conferences

**Benefits:**

- Competitive salary and benefits package
- Professional development opportunities
- Supportive and collaborative work environment
- Opportunities for career growth and advancement within the school district

**Terms of Employment:**

**Job Evaluation:** Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Certified and Administrative Personnel.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not designed to cover or contain a comprehensive listing of*

***activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.***

***Iron County School District is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, religion, or otherwise as may be prohibited by federal and state law.***

**Approved by \_\_\_\_\_ Date: \_\_\_\_\_**

***By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.***

**Reviewed and agreed by: \_\_\_\_\_ Date: \_\_\_\_\_**  
**(Employee)**