

**ASSISTANT PRINCIPAL
ELEMENTARY SCHOOL**

**JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP**

PURPOSE: To fulfill administrative functions in elementary school setting.

PERFORMANCE RESPONSIBILITIES:

1. Serves as acting principal in the absence of the principal.
2. Supervises and evaluates the school's instructional program by performing evaluations assigned by the principal.
3. Supervises and evaluates staff.
4. Actively promotes personal and professional development through.
5. Trains other school personnel on District and School initiatives.
6. Coordinates student compliance with district and building rules and regulations.
7. Supervises building staff resolution of student behavior problems.
8. Serves as a member of school and/or district committees and participates in school and/or district special projects.
9. Interviews job applicants.
10. Maintains effective public relations with the community and utilizes community resources to enrich the learning process.
11. Keeps the principal informed of the school's activities and issues.
12. Coordinates special services activities (i.e. initial screenings, case conferences, student staffing, interventions, and referrals/conferences) and Section 504 referrals.
13. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: June 2016