

West Central Elementary School Assistant Principal Job Description

Title: Elementary Assistant Principal

Qualifications: ISBE General Administration PEL

Reports To: Building Principal and Superintendent

Approved: March 15, 2024

Elementary Assistant Principal Responsibilities:

1. Supports Elementary Principals in all aspects of the elementary school
2. Meets with parents to discuss student behavioral or learning problems
3. Attend and help coordinate after school and family involvement events or activities
4. Develops and enforces, in conjunction with the staff, students and parents, rules for proper student conduct
5. Maintains systems for attendance, performance, planning, and other reports
6. Responding to emails from teachers, staff, parents and community members
7. Communicate needs, concerns and celebrations of students with families, principal, teachers and others (Monthly Heat Hub, PBIS, 2nd Step, Check-in/Check-out, etc)
8. Model strong staff and student culture and manage school-wide social emotional development and behavior management systems (PBIS, 2nd Step, Check-in/Check-out, etc)
9. Develops and executes procedures for crisis, emergency and disaster drills
10. Works with the Elementary Principal to schedule and direct staff meetings, involved staff in the formulation and execution of building policies and procedures; seeks to be informed of staff concerns; and advises the staff of its responsibilities and duties
11. Attends meetings of the Board of Education as requested by the Superintendent and makes recommendations and reports as directed
12. Receives, and seeks to satisfy, staff, bus driver, student, parent and community concerns

13. Interprets activities and policies of the school to the public and encourages community participation in school life
14. Works with the Elementary Principal to formally evaluate certified and support staff according to the district evaluation plan
15. Assists in the preparation of the annual School Improvement Plan
16. Directs the supervision of playgrounds, lunchrooms, hallways and recesses during the school day
17. Cultivates own growth, sustainability and success through active participation in district-wide professional development and by seeking out high-impact growth opportunities
18. Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed
19. Performs other duties as assigned by an appropriate administrator or their representative
20. Maintaining professional skills through reading of current literature, professional membership and attendance at conferences/workshops as appropriate.

This job description in no way states or implies that these are the only duties to be performed by this position. The Elementary Assistant Principal will be required to follow any other instructions and to perform any other related duties as assigned by district administration or the Board of Education.