

**BALDWIN-WHITEHALL SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Elementary School Assistant Principal

**DEPARTMENT:** Administration

**QUALIFICATIONS:**

1. Master's Degree or higher, with a major concentration of work in educational administration
2. At least five years of successful teaching experience
3. A valid Pennsylvania Teaching Certificate with five years of successful teaching experience
4. A valid Pennsylvania Administrative Certificate

**REPORTS TO:** Principal

**SUPERVISES:** Teaching Staff  
Other Professional Staff  
All Non-Professional Staff  
Other resource and service personnel while working in the school

**JOB GOAL:** Assists the Principal to provide instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Assists in the day to day building administration and the safety and welfare of students, staff, volunteers, and activities. Leads the staff in the implementation of quality instruction. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary and enforces school policy. Assists the Principal to manage employees in the elementary school. Supports the Principal in setting the overall direction, coordination and evaluation of the staff within the school. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsible for interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**Essential Duties and Responsibilities**

*The Assistant Principal will assist the Principal to:*

1. Implement the tenants of Professional Learning Communities.
2. Manage all building staff and provides general supervision to students.
3. Assign teachers to classrooms and students to classes.
4. Create master schedule to effectively utilize available resources.
5. Facilitate in-service training/professional development for staff
6. Supervise extra-curricular activities
7. Create and encourage a building vision.
8. Direct the staff in addressing the needs of all students through differentiated instruction.

9. Establish priorities for educational materials to meet the needs of students and prepares the School budget, works with the Business Manager on budgeting and purchasing.
10. Work with Central Administration personnel to coordinate processes for the effective functioning of the school.
11. Work with the Director of Pupil Services to assure the appropriate programming for special needs/at-risk students.
12. Determines staffing needs and submits recommendations to the Central Administration.

***As directed by the Principal, the Assistant Principal:***

1. Manages the physical plant in terms of safety and welfare of students and staff.
2. Resolves staff problems and provide support to teachers
3. Maintains the discipline and morale of students by carrying out the provisions of the Student Rights and Responsibilities in a consistent and fair manner
4. Utilizes the parameters of all negotiated contracts
5. Evaluates performance and effectiveness of programs and staff
6. Interacts with students in a constructive manner to encourage each individual to perform at their highest level.
7. Possesses strong organizational skills with the ability to prioritize a multitude of tasks.
8. Maintains relations with parents, parent groups, and school volunteers and outside agencies.
9. Participates in district-wide activities, in-services and committees, as appropriate.
10. Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
11. Continual monitoring of student achievement
12. Maintains current educational/administrative certificate by meeting required course work under Act 45.
13. Instructional and curricular leadership through the development of appropriate programs and expectations.
14. Insure quality instruction is taking place in all classrooms.
15. Other duties as assigned by the Principal.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Walking and standing for prolonged periods
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

**Language Skills:** Ability to read, analyze and interpret general business periodicals, professional and technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, parents and the general public.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory in specific field. Ability to create and maintain effective working relationships with students, staff, and the community. The ability to communicate clearly and concisely both in oral and written form. Demonstrates awareness of all district requirement and Board of Education policies. Ability to use a personal computer and related software.

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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

**TERMS OF EMPLOYMENT:**

Work year, workdays, salary, and benefits are established in accordance with the provisions of the Act 93 Salary and Benefit Program.

**EVALUATION:**

Performance of the job will be evaluated at least annually.

**ACKNOWLEDGEMENT:**

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_