

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Assistant Principal-Elementary School

**DEPARTMENT:** Elementary School Education

**REPORTS TO:** Principal

**POSITION SUMMARY:** Under the direction of the Principal, assist with the development, evaluation, and management of a culture of learning in an elementary school and supervision of students and staff well-being. This position requires knowledge of Governing Policies and District Regulations and Procedures, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

### **ESSENTIAL FUNCTIONS:**

- Assist with the creation of a school culture that promotes the ongoing improvement of learning and teaching for students and staff.
- Provide for school safety: physical, emotional and intellectual in order for effective teaching and learning to take place.
- Supervise students within school and at school sponsored events, including implementing disciplinary procedures, records, and actions.
- Monitor the maintenance and use of the physical facility in a manner that supports activities and functions of the educational program and in conjunction with Facilities Services and Capital Projects.
- Lead, manage, and evaluate assigned staff in accordance with District protocols.
- Lead the development, implementation, analysis and evaluation of data driven plans for improved teaching and learning and for increasing student achievement, including the use of multiple student data elements.
- Monitor, assist, implement, and evaluate effective instruction and assessment practices.
- Manage and evaluates both staff and fiscal resources to support student achievement, extra-curricular programs and legal responsibilities.
- Assist instructional staff with alignment of curricula, instructional practices, and assessment with state and local district learning goals.
- Facilitates and engages in essential conversations for ongoing improvement in the learning community.
- Use an appropriate accounting system in accordance with district guidelines.
- In accordance with records retention guidelines, maintain all records, data, and paperwork required for assessments, program compliance, and progress monitoring.
- Partner with families and the school community to promote student learning, facilitating parent communication with the school.
- Demonstrate a commitment to closing the achievement gap.
- Collaborate with the Superintendent, Central Office, support services, and principal colleagues to insure systemic planning and implementation of the Issaquah School District Mission, Ends, and initiatives.
- Continue professional growth of method and technique improvements.
- Use technology for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

**EDUCATION:** Master's degree from an accredited college or university with an emphasis in educational leadership.

**EXPERIENCE:** Three (3) years of successful building level administrative experience, elementary school administration highly preferred. Five (5) years of successful teaching experience in public schools and effective work with school age students. Preference given to elementary school instructional experience. Prior experience coaching and training adult learners preferred.

**REQUIRED TESTING:** None Specified

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**CERTIFICATES & LICENSES:** Valid Washington State administrative certificate. Possession of a valid teaching certificate preferred. First Aid/CPR/AED Certification. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is required to be effective in the position and to maintain certification as well maintaining current knowledge of curricular requirements, evaluation frameworks, and state and federal mandates.

**CLEARANCES:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**MEET AND CONFER:** Principals