

Cape Girardeau Public School District No. 63
Job Description

Job Title: Assistant Principal (Elementary)

Terms of Employment: 12 month contract; 200 days

FLSA Status: Exempt

Reports to: Deputy Superintendent, Academic Services

Brief Description of Position:

The Elementary Assistant Principal is responsible for providing leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

Required Qualifications:

- Master's degree in an approved program for principal certification.
- A minimum of five years teaching experience.
- Valid Missouri teacher and principal certificate.
- Knowledge of the best educational practices, current research on education and co-curricular activities.
- Excellent oral and written communication skills.
- Skills in human relations, leadership and conflict management.
- Demonstrate the ability to work effectively with community groups, parents, students and staff.
- Knowledgeable of teaching techniques that meet the diverse needs of students.

Preferred Qualifications:

- Prior experience and knowledge in early childhood education.
- Prior leadership experience.
- Embodies a visionary leadership and interest in innovative practices.
- Experience with trauma informed practices and restorative justice techniques.
- Experience in formative assessments, cooperative learning techniques, and data analysis.

Essential Duties and Responsibilities:

- Follows and supports District goals, mission and implements District programs.
- Assists the principal in responsibility for the administration of the building.
- Fosters positive relationships with staff, students, and school community
- Works cooperatively with the principal in evaluation of faculty and staff
- Works cooperatively with other district administrators and building staff in curriculum development, implementation and evaluation.
- Follows District, state and federal guidelines in providing exceptional children services as eligible, and monitors progress of students.
- Disseminates information to the public about building activities.
- Determines staff needs in the building and plays a key role in filling vacancies within the school.

- Communicates regularly with staff, parents and District administrators.
- Participates in District meetings and committee assignments.
- Identifies opportunities for professional growth of staff.
- Performs other duties as assigned by the Principal and other administration

Physical Demands/Environmental Factors:

- Ability to work in a climate-controlled building, as well as in inclement weather.
- Subjected to odors, mists, dust, plant parts and poor ventilation.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.
- Possible exposure to communicable diseases.
- Travel between locations will cause exposure to hazardous driving and walking conditions.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
 Human Resource Coordinator

Revised: April 18, 2019