

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Assistant Elementary Principal

**REPORTS TO:** Elementary Principal

**JOB SUMMARY:** Assist the Principal in providing a safe, clean environment conducive to learning. Provide leadership in the development and improvement of the district in various areas such as curriculum and instruction, student services, communications, and management.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreements.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Assists in supervision and direction of staff members; perform evaluations, both formal and informal, on a daily basis; and serve as a person with responsibility to resolve problems involving staff, parents, students and/or the community.
4. Supervises the school's discipline programs, which requires working with staff, students and parents to ensure that discipline is consistent with policy and maintains acceptable attendance patterns.
5. Shares responsibility for the design, development and implementation of the elementary curriculum and make recommendations for improvement.
6. Provides staff development to include announcement of conferences, distribution of articles, establishment of school distribution and in-service training.
7. Assists in the maintenance of all required building records, including student records, reports and inventories.
8. Assesses and monitors student performance and participate in monthly child study teams.
9. Assists with the implementation of the school district clinical observation model to identify areas of strengths and weaknesses of the professional staff.
10. Keeps abreast of current trends in education by participating in professional organizations, attending conferences and seminars, and being familiar with various literatures available.
11. Assists with overall operation of the physical plant, ensuring that the building is a safe, healthy and educationally productive environment.
12. Supervises various educational programs and special events.

13. Assists with the recruitment, selection, assignment and training of staff.

14. Performs other duties as assigned by the Elementary Principal.

**QUALIFICATIONS:** Five (5) years experience in public education necessary, including elementary or secondary school instruction. Assistant principal or supervisory experience is helpful. Masters degree necessary. Proper Pennsylvania administrative certification necessary.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to lift small children when necessary. Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday.

**SENSORY ABILITY:** Visual acuity. Auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high level of stress.

**COGNITIVE ABILITY:** Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment

**SPECIFIC SKILLS:** Must possess leadership skills. Must possess supervisory skills. Must possess computer skills. Ability to operate various office equipment.

**CLASSIFICATION:** Professional staff; Instructional Meet and Discuss 12 month classification. Cabinet Code – D.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

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