

**VERMILLION SCHOOL DISTRICT 13-1
ELEMENTARY ASSISTANT PRINCIPAL**

QUALIFICATIONS:

1. South Dakota certificate with a master's degree as an elementary school principal.
2. Minimum: Master's Degree and three years classroom teaching experience at appropriate level.

REPORTS TO: Elementary Principal

SUPERVISES: Elementary Staff

PRIMARY FUNCTION: The assistant principal is the professional advisor to the building principal in matters pertaining to the elementary school and will assist with the daily operation and management of the elementary school. The assistant principal works cooperatively with the principal, faculty, students, support staff, and community to provide a quality education program for the elementary school.

PERFORMANCE RESPONSIBILITIES/DUTIES:

1. Assists the principal in the administration of the building.
2. Assists in the supervision and evaluation of all staff assigned to the building.
3. Assists in monitoring the instructional program which is consistent with district curriculum.
4. Assists in monitoring student achievement and working with teachers to improve student achievement.
5. Assists the principal with IEP meetings.
6. Works cooperatively with site council and other groups within the school community.
7. Communicate with staff, parents, students and the school community.
8. Assists the principal in providing a safe and secure environment for learning.
9. Assists the principal with student discipline and behavior management.
10. Performs other duties as assigned.

EVALUATION: The job performance will be evaluated in accordance with provisions of the district's policy for Evaluation of Professional Personnel.