



Park Hill School District

Position Description

POSITION TITLE: Elementary Assistant Principal

F.L.S.A.: Exempt Administrative

REPORTS TO: Elementary School Principal

QUALIFICATIONS:

- Missouri elementary administrative license/certificate
- A minimum of 3 years successful teaching experience preferred
- Successful administrative/leadership experience preferred
- Excellent communication skills

ESSENTIAL JOB FUNCTIONS:

1. Assist with the monitoring of the effectiveness of the school's curricular instructional and assessment practices
2. Assist with establishing and monitoring standards, procedures and routines for student, staff and school safety
3. Assist with the assignment and evaluation of certified and support staff, as well as substitutes
4. Effect positive school and community relationships
5. Supervision at school events
6. Develop and implement strong lines of communication and collaboration with students, staff and parents
7. Share with the principal the responsibility for administering the district's discipline and attendance policies through accepted building procedures

OTHER JOB FUNCTIONS:

1. Attend all meetings as directed by supervisor
2. Perform all other duties as assigned by supervisor and district office administration