



Little Rock School District

JOB DESCRIPTION

Position Title: Assistant Principal- Elementary School

Prepared Date: 01/12/2022

JOB GOAL:

Assist the school principal in overall administration of instructional program and the campus level operations. Coordinate assigned student activities and services.

TERMS OF EMPLOYMENT:

Ten and one-half (10.5) month (210 days) contract, Pay 802 Grade 20, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Non-Exempt

QUALIFICATIONS:

1. Master's Degree or higher with eligibility for Arkansas certification as an elementary principal/assistant principal required.
2. Must satisfy the Framework for Teaching Proficiency Assessment as required by Arkansas Department of Education.
3. Must have at least three years of successful experience as a teacher and/or administrator in an urban school district.
4. Excellent writing skills, as well as experience and expertise in strategies to infuse technology across the curriculum.
5. Knowledge of the principles and practices of school administration.
6. Strong organizational, communication, and interpersonal skills.
7. Ability to coordinate campus support operations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

A. Student Achievement Leadership:

Participates in development and evaluation of educational programs.

Encourages and supports development of innovative instructional programs, helping teachers pilot such efforts when appropriate.

Promote the use of technology in teaching/learning processes.



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B. Organizational Leadership:

Participants in development of campus improvement plans with staff, parents, and community members.

Help principal develop, maintain, and use information systems and records to track progress on campus performance objectives and academic excellence indicators.

Communicates effectively both orally and in writing.

C. Instructional Leadership:

Analyzes, utilizes, and communicates school and student data to implement programs, technology, and curriculum that improves teaching and learning.

Provides assistance in the development of the assigned grades learning environment that improves teaching and learning.

Assists in curriculum development activities providing opportunities and encouragement for increased staff expertise.

D. Management:

Assists in effective recruitment, develops, supervises, and evaluates staff.

Supervises reporting and monitoring of student attendance and work with staff on follow-up investigations.

Supervises overall operations in the principal's absence when directed.

Ensures students are adequately supervised and school rules are uniformly observed and that student discipline is appropriate and equitable.

E. Community Partners:

Articulates the school's mission to community and solicits support in realizing mission.

Demonstrates awareness of school-community needs and initiates activities to meet those needs.

F. Ethical Leadership:

Demonstrates appreciation for and sensitivity to the diversity among individuals and specific populations. Respects confidentiality.

G. Environmental Context Leadership:

Creates a feeling of trust and openness with students, families, and staff promoting the welfare of all members of the learning community.

Knows and applies policies, procedures, laws, and regulation enacted by district, state, and federal authorities.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of



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sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.