

## Job Description

<b>Position:</b>	Elementary Assistant Principal (K-6)	<b>Primary Reporting Relationship:</b>	Elementary Principal
<b>Classification:</b>	Exempt	<b>Secondary Reporting Relationships:</b>	Head of School
<b>Ministry Areas:</b>	Bay Area Christian School		
<b>Interfaces:</b>	Students, parents, administrators, staff, other stakeholders as appropriate		

**Mission:** Providing quality Christian education impacting lives for now and eternity.

**Job Purpose:** The Elementary Assistant Principal shall assist the Elementary School Principal in the overall administration of the instructional program and campus level operations. The Elementary Assistant Principal will also help coordinate assigned student activities and services as well as other administrative functions within the scope of supervision.

### **Employee Profile:**

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily
- Membership at Bay Area Church

### **Major Responsibilities:**

**Assists to oversee, govern, supervise, and manage the day-to-day operations of the elementary school as a functioning component of the whole school**

- Be present on campus and in functioning status by 7:20am on school days
- Maintain presence on campus in functioning status until 4:00 pm or until all school matters that require administrative attention from the Elementary Assistant Principal are complete
- Attend functions of the school: academic, arts, and sports as needed to support the ministry of the school
- Attendance to church functions and church involvement should be consistent and is expected
- Ensure the schedule of school is maintained by faculty/staff, parents, and teachers
- Daily exercise an awareness for campus safety and professionalism: human interaction, facility safety, needed improvements, etc.
- Uphold, troubleshoot, and implement school policies to/with all stakeholders, including academic, conduct, and attendance standards
- Effectively delegate manageable duties to those within the organization: enlist, equip, and empower
- Exercise internal controls regarding purchases, substitutes, and time off for all those within your scope of management
- Collaboratively work with teachers, lead teachers, Department Chairs, Curriculum Coordinator, and other administration regarding schedules, planning, testing, programming, budgeting, and calendaring
- Assist with car line and morning and after school duty
- Monitor students during daily lunch duty
- Attend field trips as needed and help with the planning process
- Help organize and assist the Guidance Counselor and Curriculum Coordinator with preparations pertaining to standardized testing for elementary students
- Ensure that effective means of evaluation and improvement are maintained:
  - o Formally evaluate those within your scope of management: clerical support - once annually; teachers - according to formal growth plan
  - o Identify, promote, and record professional development for those within your scope of management
  - o Identify, promote, and record areas of school improvement in the following areas: Academic performance (GPA/test scores), facility improvements, policy implementation, and spiritual growth

**Promotes and supports the mission and vision of the school to all stakeholders**

- Promote collaboration with all stakeholders when necessary in order to foster the following:
  - o Strong professional development (teaching strategies, curriculum choices, and school planning)
  - o Elementary staff meetings
  - o Conflict resolution and problem prevention/solution
  - o Calendar awareness
- Communicate to all relevant stakeholders as needed through school reach efforts using phone calls, emails, written letters, social media, and the school website
- Meet weekly with supervisor providing a clear picture of elementary progress and needs
- Meet with Head of School as needed
- Manage family partnerships: conduct student interviews, document and communicate those who do not need to return to BACS
- Document discipline problems, frequency, and the consequences while apprising faculty/staff, proper administration, students and families
- Work with church/school staff to ensure weekly chapels and spiritual emphasis weeks are planned and implemented
- Proactively work to ensure that functions of the school run smoothly
- Speak publicly at functions inside and outside the school day
- Always promote the spiritual, academic, social, and physical well-being and growth of our school and ultimately our ministry

**Seeks to provide the best possible experience for students at Bay Area Christian School**

- Promote a positive school climate within the elementary by communicating expectations, enforcing discipline effectively, ensuring students are prepared for success at the next level, and celebrating successes
- Attain professional development CEUs in accordance with school policy
- Administer supervisory care for students, families, and faculty and staff in accordance to biblical principles and the school's value of partnership

**Demonstrates Biblical leadership**

- Exemplify evidence of Christian character as a model to students, families, faculty, and staff, and any outside of our school or institution
- Influence the spiritual path for students in curriculum
- Spiritually mentor students, teachers, and parents
- Look for Biblical integration in observations; upholding Christian values, etc.

**Qualifications:**

- Master's degree, preferably in education
- Minimum of three years' experience as a classroom teacher
- Will have a CDL within six (6) months of hire date

**Skills and Abilities:**

- Productive; meets deadlines, schedules and assignments
- Conscientious, thorough, efficient, and neat; plans and organizes work; careful in use of equipment and materials
- Self-starter needing little supervision; creative and resourceful who seeks to develop skills and follows instructions
- Understands principles, techniques, equipment, procedures, etc.
- Demonstrates skills essential to position
- Makes good work-related decisions while learning quickly
- Adjusts to change; maintains performance under pressure
- Courteous, tactful, cooperative, kind, helpful, etc. in dealing with supervisor, coworkers, subordinates, students, and the public

- Faithful in being present on the job and in conforming to the work hours established by supervisor
- Effectively plans the work of others; establishes priorities and procedures; sets and meets goals; identifies and addresses obstacles
- Guides and motivates a group or individual toward task completion while promoting teamwork and providing a good example for employees to follow
- Recognizes and develops abilities/skills of subordinate(s) in order to meet departmental and institutional objectives
- Counsels, coaches, trains and evaluates subordinate(s) equitably and promptly
- Effectively delegates authority and responsibility
- Identifies problems and secures relevant information for solving problems, while evaluating alternatives and identifying creative solutions
- Seeks ideas of others and makes a conscious effort to involve groups and individuals in the decision-making process while weighing actions in advance – then makes decisions within appropriate time frame
- Expresses ideas/thoughts well to individuals and to groups, both orally and in writing
- Able to forecast and maintain budgetary projections; wisely uses and approves expenditures

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull lift, finger objects, grasp objects, feel objects, talk, and hear. This position requires medium work, which includes exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly. This position requires the employee to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes. This position requires the employee to both be subject to both outside and inside environmental conditions, as well as being subject to noise, vibration, hazards and atmospheric conditions.

I have received, reviewed and fully understand the job description for the **Elementary Assistant Principal** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_