

ASSISTANT PRINCIPAL JOB DESCRIPTION AND REQUIREMENTS

PART-TIME POSITION

RESPONSIBILITIES

- Supervise the Extended Care Supervisor, Athletic Director, School Nurse, and Social Worker
- Communicate with external service providers (D90)
- Participate in all Faculty and Leadership Team meetings, and unit meetings based on schedule.
- Work with Principal and Leadership Team to coordinate professional development for teachers.
- Meet with Room Parents monthly.
- Attend the monthly Board of Discipleship meetings.
- Attend Congregational meetings, and other ad hoc meetings as directed by the Principal.
- Work with volunteer leadership for the Walk-a-Thon and Graceful Evening.
- Handle discipline issues based on schedule, collaborating with the Principal on major issues.
- Be present at Open House and marketing events as directed by the Principal.
- Help supervise morning student arrivals and school dismissal based on schedule.
- Substitute teach as necessary, based on schedule.
- Coordinate with School Administrative Assistant to arrange substitute teachers.
- Attend athletic events, concerts, and school social events in coordination with Principal
- Communicate attendance issues to parents

- Work with Athletic Director re: academic eligibility
- Other duties as assigned by the Principal

TIME OF YEAR

- Work responsibilities from August 1 – June 15.
- Time off during Christmas and Spring Breaks, and Holidays.

ADDITIONAL EXPECTATIONS

- Strong commitment to Christian education
- Be involved in the life of the church

REQUIRED SKILLS

- Excellent leadership and management skills
- Ability to work as part of a team
- Strong interpersonal skills with all age levels
- Organizational and multi-tasking abilities
- Manage small groups effectively
- Proficient oral and written communication skills
- Familiarity with software applications including Microsoft Outlook, Word, Excel, voicemail, and general computer use

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PROFESSIONAL DEVELOPMENT

- Participate in continuing education programs to meet professional learning needs
- Maintain membership in educational organizations and attend relevant meetings to foster professional, personal, and spiritual development
- Set professional goals and participate in annual performance evaluations

EDUCATION

- BA in Education and Teacher License (minimum)
- MA in School Leadership or other education related field (preferred)

ADDITIONAL INFORMATION

- Reports to the Principal
- Part-Time. Approx. 12-20 hrs/week.
 - Determined at time of hire
- FLSA: Exempt
- Salary Range: \$20,000-\$35,000
 - Determined by experience and hours