

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Associate Principal - Elementary

EXEMPT: Yes

SALARY LEVEL: Set Yearly by the Board of Trustees

LOCATION: Plymouth Community School Corporation

REPORTS TO: Superintendent

JOB GOALS: Directs and coordinates educational, administrative, and counseling activities of the elementary school by performing the following essential functions.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Assists the principal in the evaluation of selected certified and non-certified staff to insure conformance to state school board policies and standards.
2. Confers with teaching personnel, pupils, and parents on matters pertaining to educational, extracurricular and behavioral problems in school.
3. Serves as the case conference chairperson for assigned students.
4. Supervises selected extracurricular and athletic events.
5. Serves as principal in absence of principal.
6. Coordinates elementary software purchases and training with curriculum. (All elementary buildings.)
7. Coordinates and oversees the Saturday Enrichment Program.
8. Provides media instruction to approximately one third of students.
9. Serves as attendance officer for all elementary buildings.
10. Oversees technology issues at the building.
11. Coordinates student activities (keeps master calendar, files etc.)
12. Building rental forms, schedules field trip requests, files transportation requests, and schedules convocations.
13. Supervise Title I Program.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 10 to 50 classroom teachers and support staff within the school organization. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and

directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems, and supervising extracurricular events.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience. Must hold a valid elementary principal's license.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of teachers, parents, children and the general public.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Pen; pencil; pointer; slate; stylus; projector; public address system; tape recorder; blackboard; chalk; charts; diagrams; examinations; manuals; maps; publications; reference books; textbooks; computers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

205 days per year. Salary determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with corporation policy and state law.

Revised 7/29/02