



Beaver Local School District

Position Title: Assistant Principal (K-4 Band)
Reports to: Principal (K-4 Band)

BROAD FUNCTION: Assist the Principal in developing and maintaining an effective educational program consistent with state and federal guidelines and philosophy, policies and goals of the school board; meeting and conferring with students, parents, faculty and staff, maintaining records and files; preparing reports.

QUALIFICATIONS:

- Must hold a valid five year Professional Administrator license
- Must be OTES certified (or be willing to obtain certification within 3 months of having the position awarded)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate and supervise before and after school programs.
2. Coordinate and supervise summer programs.
3. Assist faculty in developing expertise in instructional practices through curriculum development, identification of research based teaching and classroom management strategies.
4. Evaluate staff in accordance with the district procedures, OTES certification required.
5. Provide student discipline as needed and follow up discipline referrals with teachers, parents and students.
6. Understand and use data in the decision making process at the building level.
7. Responsible for the development and entry of the district CCIP.
8. Assist in the development of building master schedules as well as testing and special event schedules.
9. Contact parents on an ongoing basis to foster positive relationships between home and school.
10. Attend Intervention Assistance Team meetings.
11. Monitor the implementation of research based strategies identified and outlined for students in the Intervention Assistance Team meeting.
12. Fulfill the position of District Representative at IEP and ETR meetings as necessary.

13. Work cooperatively with the Director of Student Programs to develop and implement inclusive, best practice models for students with disabilities providing a continuum of services.
14. Assist in the monitoring of compliance with federal, state and local mandates and guidelines related to special education programs.
15. Assist with the integration of technology through instructional practices.
16. Assist in maintaining discipline throughout the student body; deal with special cases as necessary.
17. Maintain a variety of files; prepare periodic and special reports as required.
18. Attend after school events as appropriate.
19. Serve as Principal in the absence of the regular Principal.
20. Perform other administrative duties as assigned by Superintendent.