

# Gateway School District

## Position Description

Position Title: **Assistant Elementary Principal -MSMS**  
Location: Moss Side Middle School  
Reports To: Elementary Principal and Assistant Superintendent

### **Minimum Qualifications:**

- Master's Degree or higher
- Knowledge in the areas of school law
- At least three years' experience in teaching and school administration
- Valid PA Elementary or K-12 Principal Certification
- Demonstrated leadership ability in working with students, staff, parents and general public
- Strong leadership and personal drive
- Passion for children and their families
- Ability to implement programs to improve education achievement
- Ability of build partnerships with community organizations
- Commitment to technological advancement
- Familiarity with various educational models
- Comprehensive Planning
- Strong Communication Skills
- An entrepreneurial spirit and a proven track record
- Clearances - Current Child Abuse (Act 151), FBI (Act 14) and Criminal Record (Act 34) required
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### **Goals:**

To provide leadership in the ongoing development and improvement of the entire instructional program of the District

### **Essential Duties and Responsibilities:**

- Assist in the development of a philosophy of education and in its continuous appraisal and revision
- Cooperate with other staff members for curriculum development, improvement, and revision to comply with the accepted philosophy
- Encourage teachers in the practice of professional ethics in their relations with other teachers, supervisors and administrative personnel
- Aid in developing the morals of the staff and the student body and encourage enthusiasm and loyalty toward the school as a whole
- Make periodic classroom visitations of all teachers for the purpose of supervision and evaluation of teachers, to assist the principal in the improvement of the instructional program and the rating of teachers as required by law.

- Assist in recruiting, interviewing and selecting teachers
- Assist in the orientation and induction of new teachers
- Assist in the planning of in-service growth programs for the staff
- Supervise substitute teachers as directed by the principal
- Plan and organize programs and schedules for student teachers as directed by the principal
- Assist in the preparation of the master schedule and class schedules for the elementary
- Assist in the direction and coordination of the student guidance service
- Establish adequate communications with students
- Make periodic check of buildings and grounds and report to principal those items which need maintenance
- Be familiar and exercise concern with problems relative to transportation
- Manage approved fund drives and campaigns
- Aid in the adjustment of teacher-pupil problems and pupil control
- Assist in managing the general discipline problems of the school and those referred by teachers for special attention
- Assist in the evaluation and selection of textbooks, materials, equipment and supplies used in instruction
- Assist in working with Central Administration to create testing classrooms, update student information on District/State testing web sites.
- Assist to gather, compile, and organize data and pertinent information needed to prepare reports and statistical evaluations as directed.
- Assist to order, count, distribute, collect, verify count, and return PSSA testing material.
- Assist to order, count, distribute, collect, verify count, and return all other testing materials (i.e. 4Sights, Stanfords, OLSAT, DIBELS, AIMSweb etc).
- Assets- order kits, coordinate delivery/pick up, order consumables for kits, register teachers for Assets professional development.
- Assist to support the implementation of web-based intervention programs by acting as an assistant to administrators, teachers, and parents as directed by Central Administration.
- Assist to prepare, process, and maintain various documentation which includes, but is not limited to safety reports, mileage reports, professional meeting reports and requests, etc., as directed.
- Prepare all requisitions for textbooks, materials, equipment and supplies used in instruction when directed
- Disseminate bulletins, reports, memos, notices, announcements and other information to the teachers
- Promote and participate in public relations programs and interpret the school program to the public
- Conduct teacher, parent and student conferences within limitations
- Attend and participate in meetings, conferences, programs and committees of elementary school principals organizations and allied educational groups and read frequently current professional literature
- Cooperate with administrative and supervisory personnel in the over-all educational program
- Administer the school in the absence of the principal
- Conduct teachers' meetings in the absence of the principal

- Make recommendations to the principal regarding improvement of professional, clerical and maintenance personnel
- Maintain a file of records, reports and correspondence
- Administrate and maintain constant supervision of school attendance and attend attendance watch meetings
- Furnish data for use in preparation of the elementary budget
- Assist in scheduling and administering assembly program
- Represent the principal at professional meetings
- Serve as liaison between visitors to the buildings and school personnel
- Cooperate with the principal and other administrative and supervisory personnel in the over-all educational program
- Keep the principal fully informed of significant matters pertaining to the school
- Attend student support team meetings and report the status of students involved in the process to the principal
- Assist the principal with parent orientation programs
- Perform any other administrative or supervisory duties assigned by the principal

**Administrative DAO Assignment**

- **To Be Determined**

**Qualification Requirements:**

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

**Confidentiality:**

Respect and maintain the highest degree of confidentiality with regard to personnel and student records, personal communication from members of the community, School Board and staff.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Must have the ability to write routine reports, correspondence and to speak effectively before parents, staff and students.

**Computer Skills:**

Demonstrate proficiency with IBM-based or MAC based personal computers and programs such as Windows, Microsoft Office, spreadsheets, database, and presentation programs.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Must have the ability to compute rate, ratios, and percent.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with multiple problems.

**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 stand, walk, and sit. The employee is occasionally required to stoop, kneel or crouch. The employee occasionally is required to lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision and depth vision perception. Good hearing abilities required.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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