

CHANDLER PARK ACADEMY SCHOOL DISTRICT

Position: Elementary Assistant Principal (K-5)

QUALIFICATIONS

1. Education:
 - Hold a Master's Degree in Education.
 - Meet State of Michigan requirements for administrative certification.
 - Meet State of Michigan requirements for teacher certification.
 - Have worked successfully for a period of at least five years in the field of education.
2. Experience. Candidates must present evidence of experience in the following areas:
 - A Minimum of five (5) years of satisfactory teaching experience, elementary level preferred.
 - Committee participation at the school level
 - Participation in or conducting staff development activities
 - Participation in extracurricular activities
 - Participation in educational programs that involve students, parents and community
3. Personal/Professional. Candidates should be individuals who have demonstrated potential for leadership ability in past assignments. In addition, the candidates should also have the following special qualifications:
 - A commitment to the ethical standards of personnel practices and willingness to continue professional development
 - A high degree of emotional and physical stamina and the ability to cope with daily job requirements
 - Demonstrated flexibility and integrity of personality that fosters effective working relationships
 - Be able to work in a highly collaborative administrative team environment.
 - Initiative, energy, and perseverance in accomplishing objectives
 - Skill in developing positive inter-personal relationships
 - A working knowledge of available instructional materials and latest teaching techniques
4. Attendance. Regular attendance is critical to the optimum performance in this position. Should the applicant be called for an interview, he/she will be questioned about his/her past attendance record and his/her potential for regular attendance in the future.
5. Physical Condition. Candidates must be physically able to perform the duties and responsibilities outlined.
6. Successful candidates must attend required Management/Development Seminars and other specified in-service training as designated by the Principal and Education Services Provider.
7. Job Function. Directly responsible to the Principal or Designee for the instructional program within the building and assisting the principal in leading staff toward development, implementation, coordination and evaluation of effective programs.
8. Supervises. School staff as delegated by the Principal

DUTIES AND RESPONSIBILITIES

Serving as a key member of a local school staff and under the direction of the Principal and Education Services Provider (ESP), the Assistant Principal will assist the Principal in:

1. Creating a positive school climate that is conducive to teaching and learning
2. Developing and implementing a school plan of action
3. Appraising staff performance
4. Identifying absentee prone employees and providing corrective action
5. Developing and implementing curricular programs to meet the needs of students
6. Developing and monitoring school budget
7. Maintaining a clean and safe physical environment
8. Evaluating instructional and non-instructional staff
9. Providing assistance to teachers in planning, classroom management, student evaluation, and the delivery of the instructional process
10. Evaluating the effectiveness of the school's program
11. Securing sustained parent and community involvement in all programs that affect the local school
12. Budgeting, school scheduling, student discipline, lunchroom supervision, record keeping, transportation for field trips, ordering supplies and materials, placement of substitutes and receiving substitute service
13. Coordinating of activities with auxiliary staff which includes, but not limited to, Social Workers, Transportation and Psychologists
14. Fulfilling other duties and responsibilities as assigned by the Principal or his/her designee
15. Attend monthly Board of Directors and Saginaw Valley State University meetings in the absence of the Principal
16. Perform other duties as determined by the Chief Executive Officer.

APPLICATION

Qualified candidates should submit a resume and credentials to:

careers@chandlerparkacademy.net