Assistant Principal for Curriculum & Instruction

Reports To: Principal
Evaluated By: Principal
Dept/Campus: Central Elementary School
Salary: NC Asst. Principal Scale (3% Local Salary Supplement)
Fair Labor Standards Act Status: Exempt
Terms of Employment: 10 Months Contract (initial = 2 years, renewable)

This job description reflects the assignment of essential functions; it does not fully prescribe or restrict the tasks that may be assigned.

PRIMARY PURPOSE / FUNCTION:
Evaluate and provide leadership for the instructional program of the school;
Provide for the systemic study and analysis of the teaching-learning process and the development, implementation, and evaluation of highly effective instructional programs;
Provide for the development, revision, alignment, and implementation of quality curriculum to enhance student achievement

QUALIFICATIONS:

Education/Certification:
Master's Degree in School Administration
Valid North Carolina teaching and administrator certification
Successful experience as a classroom teacher, with demonstrated positive student outcomes

Special Knowledge/Skills:
Excellent organizational, communication, and interpersonal skills
Knowledge of state and local policies and procedures related to curriculum, instruction, graduation requirements, and related areas
Capacity to supervise others in a fashion which leads to quality performance in a team atmosphere
Ability to evaluate instructional programs and teaching effectiveness
Working knowledge of instructional technology and associated software tools
Ability to establish quick rapport with both students and adults
Demonstrated passion for learning
Ability to analyze data for the purposes of decision making and planning
Calm and patient demeanor with students and others

Experience:
Minimum of five (5) years of successful public school experience as a teacher
Administrative experience and curriculum/instruction experience (preferred)

MAJOR RESPONSIBILITIES AND DUTIES:

1. Participate in the development and evaluation of campus-based educational programs to enhance student learning.

2. Facilitate, through the professional growth of teachers and staff, improved student learning as measured by various assessment data.

3. Collaborate with instructional staff in evaluating and selecting instructional materials to meet student learning needs.
4. Facilitate and assist with the development of effective school improvement plans based on student needs.

5. Coach and train teachers to utilize various instructional strategies to meet student learning needs.

6. Assist other campus administrators with the implementation of student testing and assessments.

7. Model effective classroom management and instructional techniques which, when appropriately implemented by the classroom teacher, will lead to improved student learning and performance.

8. Assist in the planning and implementation of staff development programs designed to fulfill the professional growth needs of the school staff.

9. Provide leadership in the identification, evaluation, and selection of instructional programs, materials, and equipment with regard to increased student achievement.

10. Effectively work with and serve as liaison between the campus and Central Services regarding student assessment, improvement planning, curriculum and instruction.

11. Facilitate and assist with the alignment of campus-based and district curriculum.

12. Attend and participate in appropriate staff development opportunities to increase own knowledge, skills, job performance, and overall effectiveness as a school leader.

13. Manage and coordinate meetings with school department or grade-level chairs to plan and implement successful instructional programs and strategies.

14. Coordinate campus-based tutorials, remediation, acceleration, and credit recovery initiatives.

15. Compile, maintain and file all reports, records and other documents as required.

16. Obtain and use evaluative findings to examine curriculum and Instruction program effectiveness.

17. Present for students a positive role model that supports the mission of the school and district.

18. Maintain a positive and effective relationship with supervisors and co-workers.

19. Effectively communicate with colleagues, students, and parents.

20. Develop and coordinate a continuing evaluation of the programs within the areas of assigned supervision and recommend/implement changes based on those findings.

21. Work in a supportive and collaborative fashion with district personnel.

22. Articulate a positive image of the school, the school district, and school district personnel.

SUPERVISORY RESPONSIBILITIES:

Supervises students and evaluates staff in those areas as assigned and deemed appropriate by the school principal.

WORKING CONDITIONS:

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 will be made if necessary:
**Mental/Cognitive Demands:**

Ability to communicate effectively (verbal and written mediums); instruct and model desirable skills and attitudes; remain productive and maintain control under stress; supervise others in a non-coercive manner, maintaining a clear focus on positive customer service at all times.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout a room and facility. Duties also include moderate standing, stooping, bending, lifting/transporting of up to 50lbs, and the ability to work with frequent interruptions. Some travel is required; occasional prolonged and irregular hours are part of an Assistant Principal’s job functions.

The foregoing statements describe the general purpose and responsibilities of this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.