

**POSITION DESCRIPTION  
BROOKLYN CENTER COMMUNITY SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Elementary Assistant Principal	<b>FLSA Status:</b> Exempt
<b>Immediate Supervisor's Position Title:</b> Principal	<b>Bargaining Unit/ Work Group:</b> Administration
<b>Job Summary:</b> Responsible for assisting the school principal in the instructional leadership, coordination, supervision and management of the school programs and operations. Assists the Principal in implementing the philosophy, policies and goals of the School Board, ensuring equitable achievement, student safety and related work as apparent or assigned. Work is performed under the general direction of the Principal. Building supervision is exercised over personnel providing training, direction, coordination, evaluation and supervision of employees.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This list is representative of, but is not a comprehensive listing of all functions and duties performed. Employees are required to be in attendance and prepared to begin work on the specified days and hours. Factors such as regular attendance are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

In partnership with the Principal, provides overall leadership, support and oversight for the school community by:

- Fostering a learning culture that is culturally responsive and maintains high expectations for every student.
- Developing a school culture that is collaborative, results-oriented and maintains high expectations for all staff.
- Building student centered and trusting relationships with all stakeholders.
- Assigns, directs, reviews and rewards staff work; develops staff schedules; provides staff coaching and/or counseling; handles disciplinary issues, hiring, training, transferring and promoting employees, provides recommendations for suspending, terminating and demoting employees.
- Supporting the collaborative development, implementation, and ongoing refinement of the school's goals and objectives.
- Using and analyzing data to inform and engage others in decision-making, goal setting and progress monitoring.
- Establishes and maintains an effective system of communication with employees, students and community through numerous programs and activities.
- Ensuring the provision of effective curriculum, instruction and assessment to meet the learning goals of every K-5 student.
- Using data and evidence of student learning and teacher practice to provide feedback and coaching, and evaluate performance.
- Creating effective systems and processes to obtain, allocate, align and efficiently utilize human, financial and technological resources.
- Recruiting, hiring, inducting, supporting, and developing highly qualified staff.
- Facilitating and implementing a professional development/growth program for teachers and staff.
- Establishing a safe learning environment for students and staff.
- Engaging parents and families in their students' learning and in school decision-making.
- Monitors compliance with federal, state, and local mandates and guidelines related to testing, special education, EL and gifted/talented.
- Adhering to state and federal statutory regulations affecting school procedures and practices.
- Serves as principal in the absence of the regular principal.
- Other duties as apparent or assigned.

### SECTION III: QUALIFICATIONS AND REQUIREMENTS

<b>EDUCATION/ KNOWLEDGE REQUIREMENT:</b> Minimum education required to perform adequately in the position could reasonably be obtained only by completing the following					
<b>Required Education/ Training</b> (Choose one)		<b>Degree Information:</b> <b>Type of Degree: (B.A., M.A., etc.)</b> Master's Degree			
<input type="checkbox"/>	Less than high school diploma	<b>Major field of study or degree emphasis:</b> Education or other related degree field			
<input type="checkbox"/>	High school diploma or GED				
<input type="checkbox"/>	1 year college			<input type="checkbox"/>	2 years college
<input type="checkbox"/>	3 years college			<input type="checkbox"/>	4 years college
<input type="checkbox"/>	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>Knowledge of practices that promote equitable educational experiences for students.</li> <li>Thorough knowledge of the practices, methods and techniques used in administering and supervising programs in a school;</li> <li>Thorough knowledge of prescribed school board policies and procedures;</li> <li>Considerable knowledge of and ability to apply management principles and techniques, including initiation and administration of programs;</li> <li>Knowledge of curriculum standards and models for programming in special education and general education settings;</li> <li>Knowledge of instructional practice and professional development models for K-5 and specialty areas within K-5 education;</li> </ul>		
<input checked="" type="checkbox"/>	2nd year graduate level				
<input type="checkbox"/>	Doctorate level				
<b>Required Work Experience in Addition to Formal Education/ Training:</b> A minimum of five years experience in education, Previous supervision and leadership experience, Specialist's degree or 6th Year Certificate with coursework in education administration, or related field and considerable experience as a teacher, assistant principal, central office administrator, or equivalent combination of education and experience.					
<b>Required Supervisory Experience:</b> 1-3 years					
<b>LICENSE/ CERTIFICATION</b>		Minnesota K-12 Principal License. Minnesota K-12 Principal Competencies training.			

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	Ability to relate and communicate effectively with people of different cultural, ethnic, and socio-economic backgrounds; Demonstrated success working effectively in a diverse, collaborative team environment, with skills in promoting cultural inclusiveness; Strong skill in oral and written communications; outstanding leadership and personal characteristics; ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, parents, students, teachers, support staff and associates.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
As assigned by the Principal	
<b>TOTAL</b>	<b>Varies</b>

INDIRECT SUPERVISION	
Number of employees indirectly supervised:	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> The essential duties of the work are performed under various physical hazards or environmental conditions noted.	Work is primarily performed in a moderately noisy environment and is exposed to a minimum of environmental conditions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/ responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Use hands dexterously (use fingers to handle, feel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop/ crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or Smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical (Lift & Carry): up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/ responsibilities**

Physical requirements associated with the position can best be summarized as follows:

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work is generally performed in a moderately noisy location (e.g. business office, light traffic)

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Signature – Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

Classification History: