

# New Albany-Floyd County Consolidated School District Assistant Principal/Title I Administrator - Elementary (410)

## JOB POSTING

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### Job Details

*Title*

**Assistant Principal/Title I Administrator - Elementary**

*Posting ID*

**410**

*Description*

**THIS POSITION WILL BE POSTED FOR FIVE (5) CALENDAR DAYS BEGINNING 7/1/2021**

**TITLE:** Assistant Principal/Title I Administrator, Elementary

**CLASSIFICATION:** Certified Position

**REPORTS TO:** Building Principal

**STATUS:** Exempt (Salaried)

**SUMMARY:** To assist the principal in providing schoolwide leadership.

#### **QUALIFICATIONS:**

- A minimum of a valid Elementary Administration and Supervision License or the ability to obtain an Indiana License
- A minimum of (5) years successful teaching experience; Title I experience preferred
- Have an understanding of the total elementary school curriculum and possess characteristics which represent a positive public relations image
- Demonstrated leadership qualities and superior ability to work with peers, supervisory staff, parents, and students
- Demonstrated a positive understanding of the educational needs of the elementary age child with training and interest in education for special needs students
- Recognize and demonstrate good teaching-learning class environment
- Such alternatives to the above as the Superintendent may find appropriate and acceptable

#### **RESPONSIBILITIES:**

- Oversees the coordination of the Title I program; manages the Title I building budget.
- Ensures that Title I documentation is in compliance with Federal and State requirements.
- Coordinates parent participation activities as related to the Title I program.
- Administers and coordinates training for all staff related to Title I responsibilities
- Assists the principal in the overall administration of the school; serves as a principal in the absence of the regular principal.
- Supervises preparation of student registration/scheduling; assists to develop class schedules and extracurricular activities.
- Assists in safety inspections and safety drill practice activities.
- Supervises reporting/monitoring of student attendance; works with the attendance clerk, student development liaison, and counselors for follow-up actions.
- Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
- Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
- Conducts Special Education Case Conferences.
- Performs such record-keeping functions as the principal may direct.
- Supervises and evaluates teachers and departments as assigned by the principal.
- Leads in the development, determination of appropriateness, and monitor of the instructional program.
- Assists in teacher orientation/training, with special responsibility for staff administrative procedures and instruction.
- Assists in the preparation for and administration of all student testing.
- Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent or his/her designee.

*Shift Type*                    **Full-Time**  
*Salary Range*                **Per Year**  
*Location*                      **S. Ellen Jones Elementary**

**Applications Accepted**

*Start Date*                    **07/01/2021**