Assistant Principal - Job Description

A. Purpose
The Assistant Principal furthers the mission of Living Stones Academy by bringing expertise and focus to teaching and learning, discipline, and professional development.

B. Job Requirements and Responsibilities
Must have a BA in Elementary Education or a related field. Relevant teaching experience required. MA in Curriculum and/or Educational Leadership preferred.

1. Works closely with the HOS to implement the Educational Philosophy.
2. Coordinates professional development for teaching and support staff.
3. Oversees student discipline in consultation with teachers, support staff, Head of School and ESS Coordinator.
4. In consultation with HOS and teaching staff, coordinates the selection, implementation, and ordering of curriculum and other classroom supplies.
5. Monitors and reviews AimsWeb results with teachers, ESS coordinator, and Head of School.
6. Responsible for maintaining HR files for all staff.
7. Assists Preschool Director with recertification.
8. Reports to the Head of School.

Must be able to do the following:
1. Model Christ-like behavior both in and outside of the school.
2. Communicate effectively, both orally and in writing.
3. Work collaboratively.

C. Nature of Work
Hours of work and schedule are determined on an annual basis.

D. Job Classification and Compensation
This is a non-exempt position, meaning that it is not exempt from the hourly wage and labor laws. The position will include 20 hrs/week--with 10-15 full school days throughout the year to be present for PD and for days the Head of School is out of the building.