



**JOB DESCRIPTION**

<b>TITLE</b>	Assistant Principal - Elementary School
<b>SUPERVISES</b>	Elementary School Academic Program/PSPA Staff
<b>REPORTS TO</b>	Elementary Principal
<b>LOCATION</b>	220 Rosewood Centre Dr. Holly Springs, NC 27540
<b>SUMMARY</b>	<p>The Elementary School Assistant Principal assists the building principal in organizing and fostering a positive, safe environment that is conducive to best meeting the needs of all students, staff, and parents. This includes such responsibilities as: leading, directing, counseling, and supervising a variety of personnel and programs; creating effective parent, teacher, and child communications; supporting, encouraging, mentoring, and evaluating staff; fostering teamwork between teachers and among staff and parents; and managing budget items. The assistant principal acts in the capacity of the principal during the principal's absence from the school.</p>

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>● Elementary school experience</li><li>● Good communication skills</li><li>● Well-developed conflict resolution skills</li><li>● Master's degree required, preferably in school administration</li><li>● Minimum of 5 years of successful teaching experience</li><li>● Minimum of 3 years of administrative experience and/or training, equivalent combination of education and experience</li><li>● Excellent HR, speaking, and writing skills</li><li>● Training and/or experience in group facilitation and process management</li></ul>
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<b>ESSENTIAL JOB FUNCTIONS</b>	<ul style="list-style-type: none"><li>● Assists the principal in the discharge of his/her duties at all times and acts in the capacity of the principal during the principal's absence from the school.</li><li>● Assists in the role of instructional leader to promote student behavior that is supportive and conducive to the implementation of the school's instructional programs and goals.</li><li>● Assists in the selection, training, and implementation of standards and initiatives.</li></ul>
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- Assists with scheduling, implementation of goals, and selection of instructional materials; analyzes test data; determines ways to improve instruction and student goals.
- Assists the principal in the supervision and evaluation of classroom instruction.
- Assists in the orientation of new staff members to the teaching environment at the elementary school, especially as it relates to the area of students, personnel policy and procedures and general building practices.
- Supports teachers who have students with behavior problems.
- Oversee Carline Duties and processes with support from front office staff.
- Oversee Picture Days with support from front office staff.
- Order and manage Free and Reduced Lunches in coordination with My Hot Lunchbox.
- Serves as LEA for EC meetings.
- Serves as Site Testing Coordinator under the direction of the district Testing Director.
- Collaborate with the Summer School Director on the implementation of summer programming.
- Assists with responsibility for implementing discipline procedures as stated in the Student Handbook. Develops innovative strategies, preventative approaches, and proactive plans for students who exhibit at-risk behaviors.
- Acts in a supportive role with the principal in working with parents, teachers, and the community to promote the effective flow of communications and ensure positive relations with parents, business leaders, and community members. Listens and responds to parent concerns with sensitivity.
- Coordinates with grade level teams to plan field trips and works with the finance manager to secure buses and costs for the trips.
- Supports substitute teachers in carrying out their duties.
- Assists in the promotion of positive school climate and staff morale through recognition programs and honoring those who excel.
- Assists with developing the master schedule.
- Assists with: hiring and orientation of licensed and classified staff; teacher and classified employee evaluation; working through concerns and classroom management; planning and directing meetings, staff development, trainings, and in-services; communications; listening, providing and receiving feedback, and encouragement for all staff.
- Attends conferences, workshops, and meetings to keep informed of current practices and trends in education.
- Performs such other duties as may be assigned by the principal and/or CAO.

<b>REQUIRED KNOWLEDGE, SKILLS, &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>● Strong decision-making, analytical, and organizational skills.</li> <li>● Advanced skill in dealing with students and staff with diverse needs at various levels.</li> <li>● Knowledge of varied instructional strategies, how to support the needs of diverse learners, delivery methods, assessment, and staff development techniques for improvement of instruction.</li> <li>● Intermediate to advanced knowledge of, and ability to, develop, monitor, and evaluate curriculum, discipline plans, and supervision/safety plans.</li> <li>● Knowledge of understanding of adolescent physical, emotional, and intellectual development.</li> <li>● Ability to promote and follow Board and Administrative policies, and build department procedures.</li> <li>● Ability to communicate, interact, and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.</li> <li>● Ability to contribute to cultural diversity for educational enrichment.</li> <li>● Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.</li> <li>● Excellent interpersonal relations and oral and written communication skills.</li> <li>● Ability to effectively present information and respond to questions from parents, administrators, community stakeholders, etc.</li> <li>● Ability to define problems, collect data, establish facts, and draw valid conclusions.</li> <li>● Knowledge of curriculum design, planning, development, implementation and evaluation, assessment processes, and how they should operate in an effective school.</li> <li>● Ability to establish and maintain positive relationships with students, school personnel, parents, vendors, peers, and other stakeholders. Ability to use tact, patience, and courtesy when dealing with others.</li> <li>● Ability to understand and be sensitive to those of culturally and linguistically diverse backgrounds.</li> <li>● Qualify for a Standard First Aid and CPR certificate.</li> </ul>
<b>TERM OF EMPLOYMENT</b>	<p>Twelve-month work year/Contract</p>
<b>COMPENSATION</b>	<p>Salary will be determined based on PSPA budget and applicant experience. PSPA offers a 401k program with a board matching percentage and health coverage options.</p>

**Evaluation:** Performance of this job will be evaluated per the provisions of the board policy.

**To apply for this position,** please provide the following:

- Resume
- A cover letter detailing the candidate's educational philosophy and desire to join the team at Pine Springs Preparatory Academy in this capacity. Be sure to highlight the talents you can provide to our students and school community.

If Pine Springs Prep wishes to follow up with a candidate after reviewing application materials, the candidate will be contacted for an interview.

Interested candidates should provide the above information by May 30, 2025 to:

Ms. Stephanie Needham  
Chief Academic / Operating Officer  
sneedham@pinespringsprep.org