

Ankeny Christian Academy Assistant Elementary Principal

Purpose of Position:

This position will be a part of Ankeny Christian Academy's academic team, which is committed to carrying out the school's mission to build Christian character for tomorrow's leaders through authentic relationships, Christ-like discipleship and academic excellence. The Assistant Elementary Principal will assist in the operation and functions of the elementary (Preschool-5th grade) students and faculty. The Assistant Principal will provide support and recommendations to the principal in the areas of instruction, curriculum, student programs, and behavioral issues.

Position

- **Full-time, year-round**
- **Salaried, at-will employee**

Reports To: Elementary Principal
Evaluated By: Elementary Principal
Direct Reports: As assigned by the Elementary Principal

Requirements and Qualifications

- A Bachelor's Degree with a current standard Iowa teaching license Elementary endorsement preferred. Coursework in Educational Administration is preferred.
- Agree and support the ACA Statement of Faith.
- Able to demonstrate computer proficiency.
- Able to give and follow directions, delegate and hold accountable, communicate effectively in written and spoken word.
- Excellent organizational abilities.
- Strong leadership and communication skills.
- Work effectively with people, problem solve, and be self-motivated.
- Able to be flexible.
- Enjoy working with and supporting students and families.
- The willingness to pursue additional training as needed.
- Alternatives to the above qualifications as the Head of School may find appropriate and acceptable.

Preferences:

- Demonstrated experience in budgeting and managing a budget.
- Graduate work in education or administration.

Spiritual Qualifications:

The Assistant Elementary Principal accepts without reservation the ACA Statement of Faith. He/she supports the Educational Philosophy and Objectives of ACA. He/she is a born-again Christian, knows Jesus Christ as Savior, and attends a house of worship in a corporate setting

on a regular basis. He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board. The Assistant Elementary Principal believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Corinthians 6:1-8, Matthew 5:23-24; 18:15-20). Therefore, the Assistant Elementary Principal agrees that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation, and, if necessary, arbitration. The Assistant Elementary Principal agrees that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

Assistant Elementary Principal Responsibilities and Expectations

- A. Assist with the supervision of all elementary faculty and assigned shared staff in an appropriate, effective, and timely manner.
 - 1. Interview potential new faculty and make recommendations to the Elementary Principal.
 - 2. Evaluate faculty by conducting a minimum of two scheduled or unscheduled classroom observations of each faculty member per year.
 - 3. Assign duties, ensure completion, and hold faculty accountable for duties as assigned. Helps cover duties as needed.
 - 4. Arrange substitute teachers as needed for elementary classrooms.
 - 5. Adhere to disciplinary guidelines with faculty as required.
 - 6. Provide contract renewal recommendations for each faculty member/staff to the Elementary Principal and Head of School.
 - 7. Assist in the completion of reports.
 - 8. Be an available resource support for faculty members.
 - 9. Works with current faculty to assure that required training documentation is up to date.

- B. Assist with the completion of annual accreditation reports.
- C. Provide positive professional support for students, parents/guardians, faculty/staff, directors, principals, Head of School, and Board of Directors
 - 1. Communicate in a timely, effective, and positive manner with all individuals associated with the elementary program, including the Elementary Principal, Head of School, Board of Directors, faculty, students, parents, including but not limited to student/faculty recommendation letters, student teacher reports, disciplinary issues.
 - 2. Attend required faculty, chamber, and regional meetings as assigned.
 - 3. Keep the Elementary Principal informed of events and issues on a timely basis with solutions/decisions or recommendations/for solutions/decisions.
 - 4. Help with planning and implementation of Professional Development for elementary teachers throughout the school year. Participate in ILT and SIT.

- D. Provides direction and assistance for elementary students.
 - 1. Interviews elementary families and students.

- a. Review information from previous school to verify student eligibility for ACA enrollment.
 - b. Analyze transcripts and previous testing results for new students to enroll in appropriate classes.
 - c. Identify learning needs as reflected in Individual Education Plans and 504 plans to determine eligibility for ACA enrollment
 - d. Review church reference to verify church participation and involvement
2. Help construct elementary class specials schedule, meeting the needs of students, faculty, and building.
 3. Develop and maintain positive discipline among elementary students.
 - a. Meet with repetitive office referral recipients for possible heightened consequence.
 - b. Make recommendations to the Elementary Principal regarding student incidents which may result in detentions, suspension or expulsion using disciplinary procedures.
 - c. Maintain the culture of the elementary school. The culture is to be one where inappropriate choices are understood to be out of the norm.
 - d. Be available to assist elementary students/parents as necessary.
 4. Provide oversight and support, as assigned, for student assessment.
- E. Develop and maintain an efficient elementary program that is productive, positive, and in keeping with the school's mission and vision.
1. Act as a resource and actively pursues information and data for improvement of all faculty, including curriculum, teaching methods and programs for improvement resulting in improved average subject level FAST scores, standardized assessment scores.
 2. Evaluate and creatively investigate/suggest appropriate solutions to issues that may occur in elementary classes/areas resulting in improved classroom management, teaching methods.
- F. Provide oversight of elementary school curriculum and instruction.
1. Understand and promote the integration of a biblical worldview in all aspects of curriculum and instruction.
 2. Help with the curriculum cycle to look at current materials, review new curriculum, guide decision making process with faculty, implement new materials, and continue the review process.
 3. Assist in the ordering of elementary curricular materials.

Physical Requirements to Fulfill the Essential Functions of this Position

(Leave category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCA-SIONAL	FREQ UENT	DAI LY	NOT APPLICAB LE
COLD (50 F or less)	X			
HEAT (90 F or more)	X			
GASES/FUMES/DUST	X			
CHEMICALS/SOLVENTS	X			
NOISE	X			
CLIMBING STAIRS				x
CRAWLING OR KNEELING				x
STANDING	X			
SITTING			X	
WALKING			X	
RUNNING				X
BENDING	X			
REACHING OVER SHOULDER	X			
PUSHING	X			
PULLING	X			
MOVING HEAVY ITEMS	x			
LIFTING/LOWERING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
LIFTING OVER SHOULDER:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
CARRYING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			

WORKING ENVIRONMENT	OCCA-SIONA L	FRE-QU ENT	DAILY	NOT APPLICABL E
TELEPHONE			X	
FAX	X			
COPIER			X	
COMPUTER			X	
PRINTER			X	
CALCULATOR		X		
OVERHEAD PROJ.	X			
AV EQUIPMENT	X			
OTHER (Please list)				
OUTDOOR DUTY	X			
DRIVING	X			
WORKING ENVIRONMENT	OCCA-SIONA L	FRE-QU ENT	DAILY	NOT APPLICABLE
ON-TIME ARRIVAL			X	
REGULAR ATTENDANCE			X	
SUMMON EMERG. HELP	x			
APPLY CPR/FIRST AID	X			
LEAD FIELD TRIPS	X			
COMMUNICATE DATA			x	
PREPARE REPORTS				
VISUAL ACUITY: Near			X	
VISUAL ACUITY: Far			X	
COLOR DISCRIMINATION			x	
HEARING			X	
SPEECH			x	
MANUAL DEXTERITY		x		
EYE/HAND COORD.		X		

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.