



## St. Louis Language Immersion Schools

**Job Description:** Assistant Principal

<b>Department:</b>	School-Based Position	<b>Employment Type:</b>	Administrator
<b>FLSA Classification:</b>	Exempt – 11-month position	<b>Supervises Others:</b>	Yes
<b>Reporting to:</b>	Upper/Lower Principals		

### Qualifications/Experience

Must embrace the mission of SLLIS

Three or more years of successful administrative experience in an urban public-school or charter school preferred

Bilingual/biliterate --- preferred in French, Spanish or Mandarin

Experience in a language immersion program preferred

Knowledge of Multi-Tiered Systems and Supports, Social Justice Advocacy, and Balanced Literacy

Ability to work collaboratively with various groups and gain consensus related to project implementation and other problem solving

Demonstrated strong interpersonal skills with individuals, teams, and groups (teachers, parents, administrators and support staff)

Ability to plan, organize and prioritize

Ability to use data in decision-making process

Knowledge of curriculum and instruction programs and practices for appropriate level

Willingness to learn new skills in a fast-paced environment

Bachelor's degree preferred

Master's degree preferred

Missouri administrative certification required or proof of enrollment in an educational leadership program

### **Primary Objective of Position:**

- To assist the principal in the day-to-day management and supervision of the campus. The assistant principal serves as a member of the administrative team to develop and implement the total school program.

### **Major Areas of Accountability**

- Assists principal in defining and disseminating information about school disciplinary policies and procedures to parents, students, staff and community
- Observe classroom instruction and supervision
- Collaboration with teachers on performance objectives
- Lead professional development activities
- Order instructional materials and supplies
- Set class schedules

### **Main Duties and Responsibilities:**

Intervenes in occurrences of inappropriate behavior of students for assisting students in modifying such behavior and developing appropriate interpersonal skills.

Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedules, assigned personnel, bus/lunch/recess duties, etc.) for enforcing school, district and state policy and maintaining safety and efficiency in school operations.

Chairs meetings (e.g. scheduling curriculum, safety, special district committees, etc.) for coordinating activities and ensuring that outcomes achieve, school, district, and/or state objectives.

Assist in the evaluation of assigned personnel for ensuring that standards are achieved and performance is maximized.

Facilitates communication between personnel, students and/or parents for evaluating situations, solving problems and/or resolving conflict.

Represents the school within community forums for maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.

Other duties as assigned by the Principals.

### **Work Abilities and Physical Demands**

- Possess outstanding organizational and time-management skills.
- Ability to work independently and access supports as needed.
- Possess effective oral and written communication skills.
- Possess mathematical and analytical skills appropriate for budget management and the position.
- Ability to work with others in a positive manner.
- Ability to comprehend and follow written and verbal instructions.
- Possess common sense, problem-solving skills and reasoning ability to appropriately deal with complex situations as they arise.
- Ability to build and maintain relationships with colleagues that supports a cooperative work environment.
- Ability to handle and maintain the confidentiality of employee, student and other sensitive District information.
- Ability to set goals and establish methods for achieving these goals.
- Ability to work effectively with a wide range of constituencies.
- Ability to set priorities and manage tasks.

- Must be a patient, creative thinker who is comfortable with a fast-paced, changing work environment.
- Excellent technology skills are required. Demonstrated proficiency in the use of the following software—Microsoft Office, especially Word, Excel, and Google. Ability to learn new software programs
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety of SLLIS staff and students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*

**Before final hiring, candidates must provide transcripts and undergo fingerprint/background screening and tuberculosis clearance.**

### ***About Us***

St. Louis Language Immersion Schools (SLLIS) is a non-profit organization founded in 2007 to develop and operate a network of charter schools in St. Louis, MO. SLLIS operates The French School, The Spanish School, and The Chinese School, total immersion elementary campuses that are the Primary Years Programme schools of the International Baccalaureate, and The International School, which is the Middle Years Programme. Visit our website <http://sllis.org> and blog, <http://sllis.org/category/news> for more information.

*SLLIS is an equal opportunity employer and values diversity in the workplace. We actively encourage all qualified applicants regardless of race, color, religion, gender, national origin, age, disability, veteran status, or sexual orientation to apply.*

***Apply online by visiting [www.moreap.net](http://www.moreap.net)***