

<u>Position</u> <u>Huntingburg Elementary School Assistant Principal</u>	<u>School Corporation</u> <u>Southwest Dubois County School Corp</u>
<u>Job Description</u> <u>Elementary Assistant Principal</u> <u>Reports To: Principal</u> <u>Position Summary</u> <u>The Elementary Assistant Principal assists the Principal in providing instructional leadership and administrative support to promote student achievement, foster a positive school climate, and ensure the effective and efficient operation of the school. The Assistant Principal helps create a safe, respectful, and engaging learning environment while supporting students, staff, families, and the broader school community.</u> <u>Essential Duties and Responsibilities</u> <u>Instructional Leadership</u> • <u>Support the implementation of the school's instructional vision, goals, and improvement initiatives.</u> • <u>Assist in monitoring curriculum, instruction, and assessment practices.</u> • <u>Conduct classroom observations and provide constructive instructional feedback.</u> • <u>Support Professional Learning Communities (PLCs) and coordinate professional development opportunities.</u> • <u>Analyze student achievement data to identify strengths, challenges, and opportunities for improvement.</u> • <u>Collaborate with the Principal and staff to implement continuous school improvement efforts.</u> <u>Student Services</u> • <u>Promote a positive, inclusive school culture and climate.</u> • <u>Oversee student attendance and implement attendance improvement strategies.</u> • <u>Assist with student discipline using restorative practices and progressive discipline procedures.</u> • <u>Coordinate student support services with counselors, teachers, interventionists, and other support personnel.</u> • <u>Assist in developing and implementing student behavior intervention plans.</u> • <u>Support Multi-Tiered Systems of Support (MTSS) and Response to Intervention (RTI) processes and programs.</u> <u>Personnel Leadership</u> • <u>Assist with the supervision, evaluation, and professional growth of certified and classified staff.</u> • <u>Coordinate substitute teacher coverage and support daily building operations.</u> • <u>Participate in staff recruitment, onboarding, and mentoring.</u> • <u>Foster collaboration, professionalism, and positive staff morale.</u>	

School Operations

- Assist in managing the day-to-day operations of the school.
- Coordinate building supervision schedules.
- Oversee student arrival, dismissal, transportation, cafeteria supervision, and other operational procedures.
- Support school safety planning, emergency preparedness, crisis response, and required safety drills.
- Coordinate standardized testing and assessment administration.
- Assist in preparing reports required by the district, state, and federal agencies.
- Perform other duties and responsibilities as assigned by the Principal to support the needs of the school and its students.

Family and Community Engagement

- Build and maintain positive relationships with families and community partners.
- Communicate effectively with families regarding student concerns, school programs, and initiatives.
- Participate in PTO meetings, school events, and community activities.
- Develop and support partnerships with local organizations that enhance student learning and school programs.

Compliance

- Ensure compliance with district policies and applicable state and federal laws and regulations.
- Maintain the confidentiality of student, personnel, and school records.
- Support the implementation of Section 504 Plans, Individualized Education Programs (IEPs), and other legal requirements.

Qualifications

- Master's degree in Educational Leadership or a related field.
- Valid Indiana Building-Level Administrator License or eligibility to obtain licensure.
- Minimum of three years of successful elementary teaching experience preferred.
- Demonstrated leadership, communication, organizational, and interpersonal skills.
- Knowledge of curriculum development, instructional best practices, assessment, school improvement, student discipline, and educational leadership.

Physical Requirements

- Ability to move throughout the school building and campus.
- Ability to supervise students during indoor and outdoor activities.
- Ability to perform the physical demands associated with daily school operations.

Preferred Characteristics

The successful candidate:

- Demonstrates integrity, professionalism, and sound judgment.
- Builds positive, collaborative relationships with students, staff, families, and community members.
- Uses data to inform instructional and organizational decision-making.
- Communicates clearly and effectively with diverse stakeholders.

- Promotes collaboration, continuous improvement, and a culture of high expectations.
- Models a student-centered leadership philosophy and a commitment to equity and excellence.

This version aligns more closely with the language and structure commonly found in Indiana school district administrative job descriptions while improving clarity, consistency, and professionalism.

Experience Required

Qualifications

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- Valid Indiana Building-Level Administrator License or eligibility to obtain licensure.
- Minimum of three years of successful elementary teaching experience preferred.
- Demonstrated leadership, communication, organizational, and interpersonal skills.
- Knowledge of curriculum development, instructional best practices, assessment, school improvement, student discipline, and educational leadership.

How to apply

<https://www.applitrack.com/swdubois/onlineapp/default.aspx?Category=Administration>

Position Start Date –

ASAP

Application Deadline

Contact Information

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