

WABASH CITY SCHOOLS  
**ELEMENTARY ASSISTANT PRINCIPAL**  
JOB DESCRIPTION

**QUALIFICATIONS:**

1. Must have a Master's degree in education and have a valid Indiana Administration License.
2. A minimum of five (5) years satisfactory teaching experience in an elementary school or a minimum of two (2) years satisfactory administrative experience.

**TERM:** 200 Days

**REPORTS TO:** Principal

**TITLE:** Elementary Assistant Principal, Corporation Testing Coordinator, Grant Writer

**ASSISTANT PRINCIPAL RESPONSIBILITIES:**

1. Assists the principal in the overall administration of the school.
2. Serves as principal in the absence of the regular principal.
3. Assists in conducting safety inspections and safety drill practice activities.
4. Deals with student issues in cooperation with Principal, the Special Education Director and representative of outside agencies;
5. Manages discipline throughout the student body and deals with special cases as necessary, maintain discipline log, periodically reviews student discipline records.
6. Contacts parents about student issues.
7. Works with administrative staff to maintain the school discipline plan.
8. Supervises the reporting and monitoring of student attendance.
9. Fosters environment conducive to learning.
10. Communicates effectively with students, school personnel, educational community, parents, and supplemental agencies, as necessary.
11. Meets professional responsibilities, follows rules, policies and procedures as specified.
12. Participates in Professional Development activities as required by position.
13. Maintains confidentiality.
18. Assists in the orientation of new teachers and students.
19. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
20. Performs such record-keeping functions as the principal may direct.
21. Assists in providing measures that lead to favorable staff relationships.

22. Performs other tasks and assumes other responsibilities as the principal may from time to time assign.

**TESTING COORDINATOR RESPONSIBILITIES**

1. Provides direct oversight of assessment processes
2. Disseminates guidance related to assessment programs
3. Develops, communicates and implements procedures, protocols and training relative to test security, test access and accommodations, custody of secure materials, and ethical testing practices
4. Serves as point-of-contact for the community (i.e., parents and media) related to assessment programs
5. Maintains documentation of all test-related training at the corporation level, including training for STCs
6. Communicates expectations and procedures for reporting unethical behavior
7. Ensures accurate and timely reporting of results

**CORPORATION GRANT WRITING RESPONSIBILITIES**

1. Develop and write grant proposals for the following grants: Title II Part A, Rural and Low Income Schools, and High Ability.
2. Manage grants.
3. Submit grants and pertinent reports in a timely manner.

Please send letters of interest and application to Mrs. Emily Tracy:  
[tracye@apaches.k12.in.us](mailto:tracye@apaches.k12.in.us)  
1545 N Wabash St, Wabash, IN 46992

School Board Approved \_\_\_\_\_

Superintendent \_\_\_\_\_