



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **K-6, K-8, Middle School Assistant Principal of Culture & Climate**

Position Type: Exempt	Department: Administrative Leadership & Services
Salary Schedule: Principals/Assistant Principals	Reports to: School Principal
Pay Range: 1-3	Location: School
Term of Employment: 10 months	Date: August 11, 2020
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To assist the principal in shaping the school's culture and climate so that it is conducive to high levels of student learning.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Supports the creation of an environment which builds mutual respect among leadership, teachers, students and families.
- Supports the creation and maintenance of positive collaborative partnerships among families, communities and school to support student learning.
- Supports the implementation of Positive Behavior Interventions and Supports (PBIS) for students.
- Leads organizational effort to reduce chronic absenteeism
- Supports the development and implementation of a vision of learning shared by all stakeholders which includes shared beliefs, high expectations for all and clear goals.
- Lead school wide efforts to create meaningful opportunities for engagement with families and community.
- Assists in the planning, developing, and implementation of student behavior plans.

- Compiles, analyzes, and shares student discipline data regularly, and uses that data to make decisions.
- Collaborates with the school counselor and other school personnel to create and maintain research-based behavioral interventions.
- Participates in planning and implementing professional development programs to provide intellectual stimulation to faculty and staff regarding research-based instructional strategies to improve culture and climate.
- Maintains quality contacts and interactions with teachers and students through high visibility.
- Reinforces procedures, structures and rules for teachers, staff and students to ensure the effective operation of the school and a safe and orderly environment.
- Demonstrates flexible leadership in responding to the diverse needs and interests of the community.
- Demonstrates integrity by communicating and operating from strong ideals and beliefs about teaching and learning.
- Advocates for the school, ensuring compliance with district and state mandates, to all stakeholders.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the School Principal.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the School Principal.

SUPERVISORY RESPONSIBILITIES:

- Assists the principal in the supervision and evaluation of school employees.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates knowledge of Positive Behavior Interventions and Supports (PBIS) programs
- Demonstrates a strong "growth mindset"
- Demonstrates knowledge of current research in educational curriculum, instruction, assessment and evaluation.
- Demonstrates knowledge of students with disabilities and legal requirements.
- Demonstrates effective oral and written communication skills.
- Demonstrates the ability and desire to provide outstanding customer service.

- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have a valid Arizona Administrative Certificate.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.

EDUCATION AND/OR EXPERIENCE:

- Master's Degree (M.A.) or higher from a four-year college or university.
- Minimum of five years teaching.
- Prior administrative experience preferred.
- Experience in supervising and evaluating classroom instruction.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.