JOB DESCRIPTION

JOB TITLE: **High School Assistant Principal**

Position Type: **Exempt**	Department: **Administrative Leadership & Services**
Salary Schedule: **Assistant Principals**	Reports to: **School Principal**
Pay Range: **4**	Location: **School**
Term of Employment: **10 months**	Date: **October 2, 2015**
Shift: **Day**	Approved by: **Human Resources**

POSITION SUMMARY:

To assist the principal in leading the school community to increased student achievement through planning and organizing a school culture focused on teaching and learning, continuous improvement of curriculum, instruction and assessment, effective management of operations and resources in a safe and orderly environment.

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 development and implementation of a vision of learning shared by all stakeholders which includes shared beliefs, high expectations for all and clear goals.
- Participates in the analysis of a variety of data sources to determine annual focus and establish concrete goals for student achievement and the general functioning of the school.
- Participates in planning and implementing professional development programs to provide intellectual stimulation to faculty and staff regarding research-based instructional strategies, curriculum and assessment practices.
- Utilizes current technology/computer skills; updates knowledge and skill of related global communication and information devices.
- Assists in the articulation of improvement plans and accreditation activities with regional schools.

- Establishes positive relationships and collaboration through open lines of communication with teachers, among students and with community members.
- Maintains quality contacts and interactions with teachers and students through frequent visits to classrooms and 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.
- Responds to the underlying political, social, economic, legal and cultural context of the school in order to serve the community and address current and potential concerns.
- 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 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.