

## Assistant Principal

### Purpose Statement

The job of Assistant Principal is done for the purpose of supporting the Principal, performing school site activities as may be delegated by the Principal, and representing the school within the district and community.

### Essential Functions

- Assists the Principal by providing support for both certified and classified staff in the completion of their work activities.
- Chair meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of completing designated activities that systematically achieve school, district and/or state goals and objectives.
- Composes a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Evaluates both certified and classified personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates meetings, processes, etc. for the purpose of meeting curriculum guidelines and/or ensuring that state mandates are achieved.
- Manages a variety of school administrative functions (e.g., student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Take on a variety of school related responsibilities such as activities, athletics, scheduling, or special education.
- Supervise after school activities as designated by the school principal.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the schools curriculum.
- Responsible for implementing District mandated curriculum.
- Ability to use and implement teacher supervision and positive discipline procedures as a tool to improve instruction.
- May coordinate all athletic competitions, practices, coaching positions, transportation, student eligibility, and all items associated with high school and junior high athletics.

### Other Functions

- Perform other related tasks as assigned

### Job Requirements

#### Mental Requirements

**Learning Development- Level E** Knowledge in a recognized professional field or technological discipline sufficient to command various principles, facts, and practical applications. Learning development is obtained by the completion of a college curriculum resulting in a bachelor's degree in a specialized field; advanced mathematics, very advanced language development, proficient understanding of practical systems.

**Problem Solving - Level 3** Work situations are of sufficient scope and variety that significant interpretation and evaluation is required to successfully recognize and define problems. Highly technical judgments and/or constructive thinking involved. Alternative solutions must be considered and short-term action plans must be developed and sequenced.

#### Physical Requirements

**Physical Skill - Level A** Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

**Physical Effort - Level 1** Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

#### Social Requirements

**Human Relations Skill- Level C** Highly developed verbal skills are required to communicate technical concepts and ideas in individual, group, and large audience situations. Skill in establishing and maintaining cooperation, understanding, trust, and credibility is critical. Skill at influencing the behavior of others is important and may be difficult to achieve.

**Scope of Contacts - Level 2** Interpersonal contacts extend to peers in other work groups, or to clients/customers who speak the language, either within or outside the organization. Interactions with higher levels of authority beyond immediate supervisor must be conducted on an intermittent basis.

#### Work Environment

**Performance Environment - Level B** Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills..

**Physical Working Conditions - Level 1** Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

**Accountability**

**Level of Accountability -Level D** Responsible for the supervision of output in terms of scheduling, progress, and results; for safety, job training, and morale of others; and records. May perform some output. first-line supervisory work.

**Organizational Impact - Level 3** Work results, decisions, and approvals impact the overall design of internal systems, programs, and/or research; the status of others; and/or critical aspects of the final product or service in terms of quantity or quality.

**Additional Job Requirements: Minimum Qualifications**

- Proven leadership abilities, ability to work with staff, students, and parents.
- Strong human relations skills.
- Knowledge of curriculum and instruction.
- Ability to facilitate group processes for collaborative management.
- Knowledge of technology and how it is used in an educational setting.

**Experience, Education, and Certifications**

**Experience:** 2 years successful administrative experience preferred

**Education:** Master’s degree from an accredited educational institution.

**Certifications/Clearances:** Arizona Standard Professional Principal Certificate. Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

**Compensation Details**

**FLSA Status:** Exempt

**Pay Schedule:** Assistant Principal

**Work Calendar:** Elementary - Assistant Principal / Jr High & High School - Administrator 12 Month Short