



Nye County School District - Human Resources

Job Description

Title: Assistant Principal (K-5, K-8, or 6-8)	Classification: Administration
FLSA Status: EXEMPT	Terms of Employment: 210 / 168 days or 212 / 169.6 days (number of days may vary based on location, school size, and grade levels), 8 / 10 hours per day

JOB GOAL: Assist with planning, organizing, administering, and directing all activities and functions at the Elementary/Middle/Junior High School level, which are essential to the operation of a responsible, effective, and efficient instructional environment to provide maximum opportunity for student growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCASA.

1. Comply with the code of ethics of the education profession, uphold and enforce school rules, administrative directives, and district policies and administrative regulations, in accordance with statutory regulations of the State of Nevada and Federal Law.
2. Work with staff to develop, implement, and maintain school level policies and procedures.
3. Work cooperatively and maintain professional relationships with district employees and other professionals within specific area of responsibility.
4. Serve as an instructional leader for the school staff.
5. Work with the principal and staff to develop and maintain a school environment that is conducive to learning, and appropriate to the maturity and interests of students.
6. Work with the principal to implement and coordinate the district instructional program at the school level, including ancillary and support services.
7. Monitor school level programs and services for compliance with district policies and procedures.
8. Monitor student behavior for compliance with school code of conduct and NCSD Parent/Student Handbook.
9. Implement disciplinary procedures that comply with the district established discipline policy.
10. Monitor staff and student behavior for compliance with safety procedures.
11. Assess the appropriateness and quality of programs and/or services, and make recommendations for changes in programs, personnel, facilities, materials, and equipment, based on student needs.
12. Observe and evaluate teacher performance, pursuant to state statutes and the appropriate negotiated agreement, and assist individual teachers in an effort to improve classroom instruction.
13. Supervise and evaluate the work of assigned school level classified personnel and make recommendations for improvement in work performance.
14. Observe, record, and commend exceptional qualities in assigned staff members and make recommendations to the principal to provide them with leadership opportunities at the school.
15. Provide assistance or counseling to assigned staff members.
16. Work with the principal and staff to develop, coordinate, and implement staff development and in-service training programs at the school level.
17. Maintain professional competence through in-service education activities and/or self-selected professional growth activities.
18. Plan and conduct staff meetings, as required or assigned.
19. Assist with the recruitment and selection process of school-based personnel, as assigned.
20. Identify needs within specific area of assigned administrative responsibility and prepare budget requests for the principal.
21. Manage budget for specific area of assigned administrative responsibility.
22. Prepare and maintain accurate, complete records and reports as required by law, district policies, and administrative regulations.

23. Attend district meetings, participate on committees, and meet with individuals and/or groups from the community, as required.
24. Establish and maintain open lines of communication with administration, staff members, students, parents/guardians, and other community members, which includes continuous information to parents/guardians via correspondence, newsletters, Infinite Campus messaging, school website, and conferences.
25. Provide for the establishment and maintenance of a positive collaborative relationship with students' families to increase student achievement.
26. Serve in a problem-solving capacity to school personnel and parents.
27. Supervise the organization, coordination, and implementation of staff committees and organizations, student extra-curricular activities, and parent groups.
28. Respond to inquiries from welfare agencies, probation officers, school resource officers, and campus monitors regarding matters related to students.
29. Contact security, police, fire department, and/or rescue squad, as needed.
30. Participate as a member of school-based crisis teams.
31. Serve as the administrator of record in the absence of the principal.
32. Perform other related duties and functions as assigned.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of educational leadership, including ability to promote and provide opportunities for recognition, development, and leadership among students, staff, and colleagues.
2. Knowledge of community needs, problems, and personalities of organizations, and the relationship of these to the educational program.
3. Understand and accommodate the needs of the various cultural and ethnic groups in the school and community.
4. Understand and accommodate the needs of students and staff with disabilities.
5. Possess effective interpersonal skills.
6. Possess excellent communication and collaborative skills.
7. Possess outstanding organization skills.
8. Demonstrated ability to be highly motivated and enthusiastic.
9. Ability to work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations and agencies.
10. Ability to serve as administration of a school in conformity with Board policy and administrative regulations.
11. Ability to utilize and promote participatory management techniques.
12. Ability to be an instructional leader with knowledge of technology.
13. Ability to communicate clearly, both orally and in writing.
14. Familiar with and understands FERPA, and HIPAA, and other confidentiality guidelines in the educational setting.
15. Familiar with and assists with the implementation of all district policies and administrative regulations as related to specific assignments.
16. Recognizes and reports hazards, and conforms to safety standards as prescribed.
17. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
18. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Master's degree from an accredited college or university in subject(s) related to administrative assignment
2. Minimum of five (5) years classroom teaching experience in a school system

Licenses and Certifications:

1. Valid Nevada Department of Education Administrative and Teaching license with endorsement(s) related to administrative assignment
2. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Occasionally required to lift or carry equipment up to 50 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Approved by: _____

Superintendent

Date

8/19/25



Nye County School District

NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both:

Michelle "Chelle" Wright, PHR, CLRP
Director of Human Resources/Title IX Coordinator
Nye County School District
484 S. West St., Pahrump, NV 89048 · 775-727-7743, extension 300
title9coordinator@nyeschools.org

NCSD's nondiscrimination policy and grievance procedures can be located at:

<https://bit.ly/NCSDPolicies-AdminRegs>.

(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR/0210cR, 0211/0211R, 0212/0212R, 0213/0213aR/0213bR/0213cR, and 6110/ 6110R)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to title9coordinator@nyeschools.org.

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

Americans with Disabilities Act

It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, and conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District. Please contact Human Resources or the Section 504 Coordinator with any questions or requests for accommodation.

Shanda Roderick
Director of Special Education/Section 504 Coordinator
Nye County School District
Special Education Support Services
484 S. West St., Pahrump, NV 89048 · 775-751-4015