

## JOB INFORMATION

<i>Job Title:</i>	Middle School Assistant Principal
<i>Version Date:</i>	12/9/2020
<i>Category:</i>	Administration
<i>Department:</i>	Instructional Services
<i>Work Year:</i>	193 Day, 11 Month Contract
<i>FLSA Classification:</i>	Exempt

## JOB SUMMARY

To relieve the principal of such impedimenta as prevent him/her from fulfilling the chief responsibilities of promoting the educational well-being of each student in the school.

### Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Assists the Principal in the general administration of the School and serves as Principal when the Principal is absent	10%
Assists the principal in the evaluation of all staff.	10%
Administers school rules regarding attendance, and works with the attendance supervisor for investigative follow-up.	20%
Supervises generally in the hallways, on the grounds during free time, lunch periods, 3:00 activity period, etc.	10%
Supervises conduct within the school and oversees all disciplinary procedures, keeping records of any disciplinary action.	10%
Assumes responsibility for periodic checking of safety equipment, drills, etc.	10%
Devises and supervises general duty rosters for instructors - lunch duty, activities period, hall duty, etc.	6%
Direct textbook and supplies distribution and inventory	2%
Holds meetings for students, teachers and parents when disciplinary problems arise.	10%
Assist in the academic growth of the students and staff by promoting knowledge in Colorado Department of Education policies and practices.	10%
Performs such other tasks and assumes other responsibilities assigned by the Principal.	2%

## QUALIFICATIONS

*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.*

### Education

Master's Degree	<i>With valid type D Certificate with appropriate endorsements.</i>	Required
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### Work Experience

3 years or more	<i>The employee is required to have at least three years successful teaching experience, one year of which shall have been at the elementary level.</i>	Required
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## PHYSICAL DEMANDS/WORKING CONDITIONS

## Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching			X			
Grasping				X		
Grip				X		
Handling			X			
Kneeling	X					
Reaching (Abduction)		X				
Reaching (Adduction)		X				
Lifting (Above Shoulder)			X			
Pinch			X			
Pulling (Horizontal)		X				
Pulling (Vertical)		X				
Pushing (Horizontal)		X				
Pushing (Vertical)		X				
Lifting (Floor to Waist)		X				
Lifting (Waist to Shoulder)		X				
Reaching (Forward)			X			
Vision (Far)				X		
Reaching (Waist to Shoulder)		X				
Reaching (Above Shoulder)		X				
Reading					X	
Repetitive Motions			X			
Sitting				X		
Standing				X		
Wrist Deviation (Wrist Extension)				X		
Reaching (Floor to Waist)		X				
Vision (Near)					X	
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

## Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Other		X			

### Valid Driver's License Required

<i>Yes/No</i>	<i>Drivers License</i>
Yes	Valid drivers license with a safe driving record.

*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.*