

## JOB DESCRIPTION

Job Title:	Assistant Principal, High School	FLSA Status:	Exempt
Department:	School	Pay Range:	3
Pay Program:	Admin and Prof Tech	Work Calendar:	215 days
Prepared/Revised Date:	November 2018		

**SUMMARY:** Assist the Principal in developing and monitoring practices, procedures and policies for the attainment of school goals and District ends statements by addressing competency levels in students. Duties include evaluating, appraising, mentoring and monitoring certified and classified staff; supporting curriculum alignment with content standards; and supervising, monitoring and encouraging appropriate student behavior and individual student success.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Evaluate, appraise, mentor and monitor certified staff in order to educate the students in the best possible manner.	D	20%
2. Support curriculum alignment with content standards through teacher observations and/or through curriculum committee work.	D	20%
3. Supervise and monitor student behavior in an effort to maintain an academic environment conducive to student achievement including, but not limited to, supervision during lunch, in the hallways and during co-curricular activities at night and after school.	D	15%
4. Work on a daily basis with a broad range of students to ensure individual success. Interactions may involve gifted and talented, special education, at-risk or English as a Second Language (ESL) students and/or co-curricular participants.	D	10%
5. Analyze and use student assessment data to drive instruction, make recommendations regarding policy and communicate with stakeholders.	D	10%
6. Respond to parent and community concerns/questions and promote positive public relations.	D	10%
7. Evaluate, appraise, mentor and monitor classified staff in support of educating students.	D	5%
8. Support and promote student achievement and progress toward graduation through student conferences, interventions and school-based support systems.	D	5%
9. Hire certified, classified and co-curricular staff.	A	4%
10. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s degree in Education or related field, plus additional coursework required to obtain a Colorado Type D Certificate/Principal/Administrator’s License.
- Minimum of three years of teaching experience at the secondary level.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Colorado Type D Certificate/Principal/Administrator’s License.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong understanding of teaching and learning.
- Advanced oral and written communication skills.
- Interpersonal relations skills.
- Advanced leadership skills
- Intermediate to advanced knowledge of and ability to develop, monitor and evaluate curriculum, discipline plans and supervision/safety plans (RDPs).
- Customer service and public relations skills.
- Critical thinking and problem solving skills.

- Ability to diffuse and manage volatile and stressful situations.
- Ability to manage multiple priorities, and multiple tasks with frequent interruptions.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies and building/departmental procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with emergency equipment, such as radios, alarm systems and building generators required within one week after hire.
- Operating knowledge of and experience with database software.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

POSITION TITLE	
<b>Reports to:</b>	High School Principal

POSITION TITLE		# of EMPLOYEES
<b>Direct reports:</b>	Certified Teacher	15-25
	Classified Staff	5-15

- Responsible for supervising the behavior and well-being of students at lunch, in the hallways and during co-curricular activities at night and after school.
- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Depending on the specific assignment, this position may have sole responsibility or may assist with developing, administering, monitoring and coordinating assigned budgets and initiating requisitions.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			

Smell		X		
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<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds		X		

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze			X	
Communicate				X
Copy	X			
Coordinate				X
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate - daily	X
Loud – lunch and hallway supervision	X
Very Loud – co-curricular supervision	X