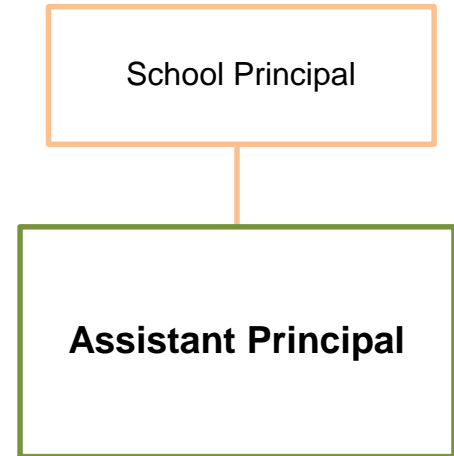


ASSISTANT PRINCIPAL, HIGH SCHOOL

Job Title:	Assistant Principal, High School
Initial:	May 26, 2010
Revised:	
Work Year:	210 days
Office:	Education
Department:	Assigned School
Reports To:	Principal
FLSA Status:	Exempt
Pay Range:	Administrative Salary Schedule

Related Organization Chart



POSITION SUMMARY: Responsible for assisting the Principal with leadership, direction, supervision, operations and accountability at the assigned high school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Serve as an instructional leader by monitoring implementation of professional development in classrooms and grade level/content area meeting in accordance to the school improvement plan.
- Implement and monitor school-wide behavioral expectations and policies including monitoring attendance trends and overseeing truancy interventions; address safety and welfare issues by holding meetings with parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and regulations.
- Create partnerships with parents and community.
- Supervise employees including serving as an instructional leader assigning and directing work, interviewing, evaluating performance, disciplining and resolving issues.
- Implement instructional and assessment strategies by attending meetings, facilitating discussions amongst teachers and staff and working with the Principal and District Instructional Coaches to plan professional development.
- Address building management concerns by working with the custodial staff, office staff, teachers and District staff including implementing school-wide safety and emergency protocols.
- Collect and analyze student assessment data.
- Collaborate and develop master schedule.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan, schedule and coordinate school projects
- Resolve student issues by meeting with students, parents, teachers and other school staff and designing a plan of action.
- May supervise and manage the building's entire athletic/athletic program to include hiring and terminating coach's/activity sponsors referees and persons supporting events, scheduling athletic/activity events and facilities lease/usage, and responsible for the coordination and planning of athletic budgets.
- Supervise athletic events by attending events, monitoring student behavior, providing officials with necessary information.
- May participate in seeding meetings and performing sport-specific responsibilities with scheduling transportation and city meets.
- May represent the building at out-of-building committee meetings for the following: district athletic activities, high school assistant principals, and other committees as assigned.
- Perform other duties as assigned.

Supervision/Technical Responsibility: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

Budget 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.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

Education & Training:

- Master's degree in Education plus additional coursework required for certification or licensure.

Experience:

- Over 3 and up to and including 5 years of experience in teaching.

Knowledge Skills & Abilities:

- Understanding of district and school student-achievement data and Colorado State Standards
- Working-knowledge of literacy and the reading/writing process, strategies for second-language learners and special needs students
- Thorough understanding of best instructional practices for secondary classrooms
- Operating knowledge of and experience with personal computers, word processing and database software required.
- English language skills required.
- Oral and written fluency in second language may be preferred or required based on building assignment.

Certificates, Licenses, & Registrations:

- Valid Colorado Principal's License or eligibility at the time of hire.
- Criminal background check required for hire.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to walk or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

Work Environment: The noise level in the work environment is usually moderate.

Mental Functions: While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.