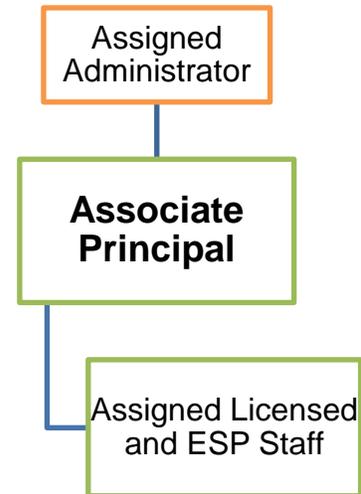


ASSOCIATE PRINCIPAL

Job Title:	Associate Principal
Initial:	October 12, 2017
Revised:	
Work Year:	210 days
Office:	Education
Department:	Assigned School or Zone
Reports To:	Assigned Administrator
FLSA Status:	Exempt
Pay Range:	Administrative Salary Schedule

Related Organization Chart



POSITION SUMMARY: As the instructional leader, the Associate Principal is first and foremost responsible for increasing student achievement by developing an aligned and coherent standards based instructional system and by organizing the school site operations in accordance with the Board of Education policies. This leader will collaborate with the supervising administrator to ensure campus programs and initiatives are administered appropriately.

ESSENTIAL DUTIES & 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 coordinating the development of and monitoring the implementation of school and campus improvement plans in alignment with the district vision, mission and priorities.
- Recruit, hire, place, mentor, evaluate, supervise and dismiss as appropriate staff assigned to the school.
- Assist the supervising administrator in developing and monitoring all members of the staff to build their capacity to meet the learning needs of the students by monitoring achievement and the goals established toward meeting school, zod district goals for student learning.
- Collaborate with the supervising administrator to implement and imbedded collaborative professional learning model which focuses on improving instructional practices and increasing student achievement.
- Use data to analyze and plan for differentiated support for staff and students.
- Monitor, implement, and support Board policies; state and federal statutes and regulations to include attending special education staffing, and IEP meetings.
- Develop and implement a school-wide plan to ensure the safety of students and staff in accordance with established district policies and procedures.

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.

-
- Perform a wide range of managerial responsibilities including, but not limited to scheduling, budget execution, technology integration, and operational management.
 - Coordinate and facilitate processes and meetings by bringing people and resources together and actively engaging in district meetings.
 - Communicate and collaborate with families and community members, respond to diverse community interests and needs, and mobilize community resources.
 - Support and supervise quality extracurricular and co-curricular activities.
 - Perform other duties as assigned.

Supervision & Technical Responsibilities: The Associate Principal carries out supervisory responsibilities in accordance with the district'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 recommending employees for dismissal; and addressing complaints and resolving problems.

Budget Responsibility: The Associate Principal collaborates with the supervising administrator in developing, administering, monitoring and coordinating the assigned school's budget. The Associate Principal monitors district account allocations and develops and monitors grants awarded to the school site.

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 plus additional coursework required for certification or licensure.

Experience:

- Over 3 years of experience in building administration and 3 years of classroom teaching and leadership experience.

Knowledge Skills & Abilities:

- Advanced oral and written communication, public relations, instruction, curriculum, facilitation, management, decision making, computer and organizational skills.
- Ability to work with students with various backgrounds and abilities.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Ability to be flexible and patient and make change.
- Knowledge of instruction and curriculum, including knowledge of English language acquisition and early childhood development.
- Operating knowledge of and experience with personal computer, word processing software and basic office equipment.
- English language skills required. Oral and written fluency in second language may be preferred or required based on building assignment.

Certificates, Licenses, & Registrations:

- Colorado Principal's License
- Criminal background check required for hire
- Valid Colorado driver's license 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 use hands to finger, handle, or feel; talk or hear; and smell. The employee frequently is required to stand or walk. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

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

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.