



## **Assistant Principal/Activities Director**

Reports To: Building Principal

### **SUMMARY**

Assistant Principal/Activities Director (AP/AD) supports the school environment by providing leadership, management and supervisory skills that promote learning for each student. They lead others and stand for the ideas and values that help to develop globally competent citizens. They are stewards for learning - student learning, staff learning and parent learning. They provide a clear vision, inspiration, energy and insight for all stakeholders. They have a set of beliefs and a skill set that guides the school, and activities, in day-to-day operations to ensure the health, safety and welfare of all students, staff and families. AP/AD orchestrates a complex, dynamic and collaborative activities department each and every day where students and positive experiences are always the central focus.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Administration**

- Support the organizational plan for the school that utilizes all staff and students in a cooperative learning environment and that designates responsibility for the implementation of the school's programs and functions.
- Administer the athletic, extra and co-curricular activities of the school. Assure that proper supervision is maintained and all requirements for successful programming are in place.
- Ensure that all district policies, procedures and regulations are fully implemented at the school.
- Make continuous and systematic evaluations of assigned programs and expenditures to ascertain their educational value as determined by the district mission and goal.
- Visit classes in the school on a regular basis.
- Take all reasonable precautions to safeguard the health and general well-being of staff and students in school. Use discretion in cases of dire emergency affecting the health, safety, or welfare of pupils, employees or property of the school, and report to the building principal any action taken as soon as possible.
- Ensure that all buildings and grounds are properly cared for, maintained and secured when not in use.
- Work with the building principal to plan and supervise drills.
- Handle all complaints affecting the school using positive interaction skills, investigate the same, refer to the building principal cases which cannot be adjusted satisfactorily.

#### **Staff**

- Supervise assigned staff members to ensure that district personnel policies are being followed.
- Evaluate the efficiency and effectiveness of each member of the staff in the school and report the same in writing to the Superintendent, via evaluation process.
- Adhere to the established evaluation system and use the system to develop correct procedures for the improvement of staff instructional and learning outcomes.
- Understand and, when appropriate, provide direction in the use of intervention programs at the correct needs level for all students.

- Assist in the orientation, training and in-service of staff members, especially in the areas of the Building Principal's expected procedures and instructions.
- Support the district mentoring program for assigned teachers new to the District.

### **Students**

- Work with building administration to support a course of study, to include class schedules that are developed for student learning, handbooks and graduation requirements for the school, according to directives of the school district, district policy and state statutes.
- Support procedures that allow for the maintenance of high learning standards, student conduct standards and enforce discipline as necessary, according due process to the rights of students and working cooperatively with parents.
- Maintain accurate records and reports on student academic progress, discipline, behavior and attendance.

### **Financial**

- Adhere to governing board-approved budgets and ensure that expenditure exceptions to budgeted amounts receive prior approval from the Superintendent and/or governing board.
- Work cooperatively with the Business Manager and Principal to prepare an activity budget that is reflective of the priorities, including staff involvement, and to be approved by the Superintendent and governing board.
- Administer a system of accounting for all student activity money and have this system prepared for audit within the district auditing process.
- Follow properly established district accounting procedures for requisition of funds.

### **District**

- Communicate fully and accurately all matters that should receive the attention of the Superintendent.
- Act as liaison between the school and community, interpreting learning activities, school activities, school regulations and district policies, and encouraging community participation in school life.
- Report to the Superintendent immediately, supplemented by a written memorandum, any serious infringement of personal or property rights within the school that occur and any breach of contract affecting the school, or any serious injury to a pupil or staff member that may occur at any time or place where the rights and responsibilities of the school may be involved.
- Inform the Superintendent of the effectiveness of the functioning of all school related or direct services and participate in developing plans for improvement.
- Maintain a professional working relationship with all administrators to ensure continuity in the students' total education.
- Perform other reasonable duties that the Superintendent may assign or as directed through the Superintendent from the Board of Trustees.

### **QUALIFICATIONS**

- **Education:** Master's Degree or higher from an accredited college or university with emphasis in education and Principalship or Leadership.
- **Language Skills:** Ability to respond to common inquiries from parents, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Possess strong written and verbal communication skills with the ability to communicate effectively in both.
- **Computer Skills:** Proficient in the use of MS Word, MS Excel, Google Suite, email, Chromebook applications, Smart Boards and standard office equipment.
- **Other Skills and Abilities:** Must have a high level of interpersonal skills to handle sensitive and confidential situations. Ability to work well with students with multiple ability levels and make modifications and/or accommodations for students in the building. Appropriately communicate with students, parents, District staff and members of the community. Establish a climate which will prompt appropriate student behavior. Ability to exercise mature and professional judgment while dealing with others and working in a dynamic environment.

Ability to be flexible, organized and take initiative. Exhibit a willingness to seek cooperative working relationships with district staff, participate in planned meetings and district training, as well as grow professionally. Maintain confidentiality of information concerning colleagues, students and parents.

- **Certificates, Licenses, Registrations:** Valid Wyoming Teaching Certification with applicable endorsements required. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

#### **SALARY AND BENEFITS**

This is a full-time position with benefits. Salary will be based on the district Administrative Salary Schedule (pending board approval, available upon request) and determined upon experience.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Work is generally performed in an office and professional setting, requiring the frequent use of communication equipment and computers. This position will require some travel around the District.

Performing the job duties of this position require the following physical demands: Some lifting, carrying, bending, stooping, kneeling, standing and sitting. Need to have the visual acuity and stamina to work at a computer frequently.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.
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