



ASSISTANT PRINCIPAL ADMINISTRATION - SCHOOL LEADERSHIP JOB DESCRIPTION

JOB TITLE: Assistant Principal
REPORTS TO: Principal
LOCATION: Campus

FLSA STATUS: Exempt
PAY GRADE: See Below
DAYS: 215
JOB ID & DATE: ADM-82 | Jan, 2024

Elementary School: Pay Grade: ADM04 Days: 215
Middle School: Pay Grade: ADM05 Days: 215
High School: Pay Grade: ADM06 Days: 215

JOB PURPOSE SUMMARY

Assist the Principal in the administration of the school, including hiring, evaluating staff and providing leadership in the areas of personnel, curriculum development, student programs, budgets, contracts, professional development design and delivery. The Assistant Principal would serve as an instructional leader largely supporting teachers in improving instructional practices. Responsibilities also include school safety, student attendance, student discipline and community relations.

REQUIREMENTS

Education Level Details

Master's degree

License / Certification Required

Colorado Principal License Required
Teaching certificate and experience required

Work Experience Required

3 years of successful experience as a building leader

Other Skills and Abilities Required

- Possesses a moral and ethical compass.
- Demonstrates a heart and passion for leadership.
- Identifies quality instructional and non-instructional staff and inspires excellence in them.
- Shows strong self-esteem.
- Makes decisions for the benefit of the school and community s/he serves.
- Exhibits the flexibility and willingness to accept change.
- Possesses courage and persistence of one's convictions.
- Balances a superb intellect with common sense.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Instructional Management

- Assists the principal to monitor instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary.
- Provide instructional resources and materials needed to accomplish instructional goals.
- Assists the principal to establish clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
- Assists the principal to solicit regular input from campus-level committees about planning, operation, supervision, and evaluation of campus education programs. Include students and community representatives when appropriate.
- Assists the principal to develop and implement plans to: Increase student achievement; Increase attendance; Increase graduation rates; Strengthen instructional opportunities; Provide a safe learning environment; and Provide student services
- Comply with federal, state, and local laws and Board policies and procedures and other school district initiatives
- Assists the principal to communicate, collaborate and build strong relationships with key stakeholders including: Teachers and staff, Students and parents, Community and business partners, and other members of the school and district community
- Assists the principal to Select and mentor a high quality school staff
- Assists the principal to develop and maintain quality data, a balanced budget and operational systems control closely tied to instructional priorities

School / Organizational Climate

- Assists the principal to solicit regular input from campus-level committees about planning, operation, supervision, and evaluation of campus education programs. Include students and community representatives when appropriate.
- Assists to build a common vision for school improvement with staff. Direct planning activities and implement programs to ensure attainment of the school's mission.

Student Management

- Act as campus behavior coordinator in accordance with state laws and regulations.
- Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
- Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.

- Conduct conferences about student and school issues with parents, students, and teachers.

Fiscal, Administrative and Facilities Functions

- Comply with district policies, state and federal laws, and regulations affecting schools.
- Develop and administer campus budgets based on documented program needs and estimated enrollment ensuring that operations are cost effective and funds are managed wisely.
- Assists to compile, maintain, and file all reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
- Manage use of school facilities. Assists to oversee maintenance of facilities to ensure a clean, orderly, and safe campus.

Personnel Management

- Assists the principal to select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal. Approve all personnel assigned to campus.
- Observe employee performance, record observations, and conduct evaluation conferences with staff.
- Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals.
- Work with campus-level planning and decision-making committees to plan professional development activities
- Conduct supervisory responsibilities in accordance with the district's policies and applicable laws.
- Uses the district's evaluation system appropriately.

Administration and Fiscal/Facilities Management

- Defines fiscal needs in the budget development process and works directly with campus leaders on campus budgets
- Demonstrates responsible fiscal control over assigned program budgets.

Professional Growth and Development

- Supports the leadership in professional growth and development for both principals and assistant principals

- Consistently demonstrates a professional manner in carrying out duties and responsibilities.

Academic Excellence Indicators & Campus Performance Objectives

- Supports activities of the Campus Improvement Team.
- Supports the analysis of data for consideration by School PLCs and Data Teams.
- Serves as a resource for research to facilitate development of campus plans.

Communication

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Compliance

- Participate in staff development activities to improve job-related skills.
- Comply with state, district, and school regulations and policies for classroom teachers.
- Compile, maintain, and file all reports, records, and other required documents.

Policy, Reports, and Law

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.
- Perform other duties as assigned by the summer school principal and the Superintendent of Schools.

SUPERVISORY RESPONSIBILITIES

Appraises Certified, Support and Tech, Classified, and Administrative staff

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job.

Environment: Work is typically performed in classrooms, offices, work stations and meeting rooms. The employee may be required to work from a remote location in the event of a declared emergency, temporary closure, or closure. Personal Protective Equipment may be required. The position may require the employee to work some evenings and weekends.

Movement: The position requires occasional walking, standing, sitting, bending, stooping, kneeling, crouching, crawling, and lifting/carrying; work related items weighing less than 40 pounds, such as books, papers and presentation materials.

Physical/Emotional: The employee may work prolonged or irregular hours and must be able to maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____