Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Middle/High School Assistant Principal: Athletics**	FLSA Status:	**Exempt**
Job Family:	**Administrative**	Pay Range:	**J**
Prepared/Revised Date:	**February 1, 2023**	Job Code:	**10609**
		Contract Days:	**213**

SUMMARY: The assistant principal is responsible for assisting the Principal with instructional and organizational leadership, direction, supervision, operations and accountability for the attainment of school goals. Duties include evaluating, appraising, mentoring and monitoring licensed and classified staff; leading staff professional development; supervising, monitoring, and encouraging appropriate student behavior and individual student success; and planning and implementation of required assessments.

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.*

Description of Ongoing Job Tasks	
1.	Supervise, assess, and monitor student performance using objective and verifiable information, including standardized, criterion-referenced district and teacher developed assessments and support the implementation of building-level curriculum and instruction for the purpose of increasing student achievement.
2.	Evaluate and supervise school personnel for the purpose of monitoring performance, providing for professional growth, and achieving overall objectives of school's curriculum.
3.	Establish guidelines and expectations for appropriate student behavior with the goal of maintaining 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.
4.	Hire, supervise, and evaluate all athletic coaches and act as a resource and coordinator for all athletic coaches.
5.	Manage a variety of athletic budgets including the high school athletic budget, PSA concessions budget, and equipment budget and implement a replacement schedule for uniforms and equipment.
6.	Communicate with athletes, coaches, community, and parents regarding student/athlete issues including eligibility issues, student behavior, coaching concerns, etc. and coordinate communication with media when necessary.
7.	Coordinate, schedule, supervise, and attend school-wide athletic events; arrange transportation, lodging, and meals for all district, regional and state athletic events; coordinate gym and athletic field use for practices, games, and activities; and schedule officials and game workers for home athletic events.
8.	Administer all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the Colorado High School Athletic and Activities Association (CHSAA) and those of the appropriate league affiliation.
9.	Provide professional development for coaches including mandatory trainings and trainings to improve the skills and abilities of coaches, conduct pre-season coaches' meetings to prepare for the season and post-season coaches' meetings to evaluate the season and prepare for the future.
10.	Act as a resource for coaches, counselors, and participants regarding rules and regulations of the NCAA, NCAA Clearinghouse, NAIA, and NJCAA to ensure students/athletes who wish to participate in athletics on the collegiate level maximize their opportunities.

11. Demonstrate a commitment to:
    a. Understand, appreciate, and make accommodations for student diversity.
    b. Include and engage families in the student's education.
    c. Support all Poudre School District policies, procedures, and expectations.
    d. Provide personal and professional excellence.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in sports management, education, or related field required.
- Experience as a secondary school administrator, administrative intern, or dean required.
- Experience as a school athletic director preferred.
- Minimum of three years of secondary coaching experience required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Principal or Administrator's license required.
- Valid Colorado driver's license required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of CHSAA's rules, regulations, policies, and procedures.
- Knowledge of risk management, legal issues in athletics administration and Title IX.
- Ability to frequently travel among district facility locations and to state-wide athletic events.
- Ability to work evenings, weekends, and long hours during busy athletic seasons.
- Ability to hire, train, and evaluate staff.
- Strong conflict resolution and mediation skills.
- Strong scheduling, organizational, and time management skills.
- Ability to effectively communicate with district administrators, employees, parents, students, and community members.
- Ability to manage multiple large budgets.
- Strong written and verbal communication skills.
- Public speaking, large and small group facilitation skills.
- Human relation skills.
- Ability to be a part of/work with a team.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	School Principal and Director of District Athletics and Activities
Direct reports:	Administrative Assistant
	Athletic Coaches

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 feed				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			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

VISION DEMANDS:	Required
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	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	