Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Middle/High School Assistant Principal**	FLSA Status:	**Exempt**
Job Family:	**Licensed Administrator**	Pay Range:	**Grade J**
Prepared/Revised Date:	**August 1, 2022**	Job Code:	**10609**
		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 Job Tasks
1. Assist and support the implementation of building-level curriculum and instruction for the purpose of increasing student achievement.
2. Supervise, assess and monitor student performance using objective and verifiable information, including standardized, criterion-referenced district and teacher developed assessments.
3. Evaluate and supervise school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
4. Work collaboratively with the Principal or dean of students to implement and monitor safety plans, oversee suspensions and expulsions. 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.
5. Facilitate communication (oral and written) between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
6. Participate in social, cultural, interscholastic, and extracurricular activities.
7. Develop and implement staff development opportunities including organizing and facilitating department, team, and/or building based discussions, trainings, or meetings.
8. Assist Principal with the hiring of new teachers and building staff.
9. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree with successful completion of principal licensure program required.
- More than three years and up to and including five years of teaching experience at the secondary level and one additional year of experience in discipline, attendance and supervision (dean/administrative experience) also preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

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

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Ability to show respect and sensitivity to individual needs/concerns.
- Strong decision making, analytical and organizational skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Operating knowledge of and experience with personal computers, word processing and database software.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- 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 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:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint and/or other department software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	High School Principal	
Direct reports:	Licensed staff	Varies
	Classified staff	Varies

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 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			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate -daily	X
Loud – lunch and hallway supervision	X
Very Loud – co-curricular supervision	X