

KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

CLASS TITLE: Assistant Principal/Assistant Director/ Program Administrator

BAND	GRADE	SUBGRADE
C	5	1
DEPARTMENT: Varies	ACCOUNTABLE TO: Principal/Director	FLSA STATUS: Exempt
<p>CLASS SUMMARY: Incumbents are responsible for assisting Directors or Principals in support of programs at the school or District level. Duties include: assisting in developing and monitoring goals; participating in the screening and selection of staff; supervising and monitoring the performance of certified staff; establishing and monitoring standards of conduct for students; participating in the establishment and monitoring of budget; facilitating the development of school schedules; designing staff development programs and content; designing, implementing, and coordinating various programs and professional growth opportunities; facilitating meetings; writing curriculum; and, working with teams to support the goals and mission of the District.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Assistant Principal/Assistant Director is a stand-alone classification which is distinguished from other classes by its responsibility for assisting Principals and Directors in performing administrative duties.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Establishes and monitors standards of conduct for students to include monitoring student behavior, ensuring appropriate and consistent behavior, assisting in the resolution of conflicts, taking appropriate disciplinary actions, and building positive relationships.	Daily	C4
2.	Monitors the performance of certified staff to ensure effective and high quality performance to include determining if quality standards are being met.	Daily	C5
3.	Visits classrooms and meets with teachers to include discussing student needs, planning parent conferences, and speaking with students who are sent to office.	Daily	C4

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4.	Works with teams to support the goals and mission of the District to include developing educational objectives, establishing priorities, and ensuring efficient school operations.	Daily	C4
5.	Designs staff development programs and content to include determining competencies, training, and choosing resources.	Weekly	C4
6.	Designs, implements, and coordinates various programs and professional growth opportunities to include evaluating effectiveness and supporting District goals.	Weekly	C4
7.	Promotes and maintains effective relationships and communication with the community to include sharing information and resolving conflicts.	Weekly	C4
8.	Facilitates meetings by providing leadership and advisory opportunities to include determining how to best utilize time.	Monthly	C4
9.	Assists in developing and monitoring goals to include selecting goals, using assessments, and determining action plans.	Monthly	C4
10.	Writes and supervises the writing of curriculum to include determining current issues, long term goals, consistency, and content.	Monthly	C4
11.	Participates in the preparing and monitoring the budget to include ordering and distributing textbooks and organizing a systematic procedure for accounting for textbooks, supplies, furniture, and equipment.	Monthly	C4
12.	Facilitates the development of student and school schedules to include maximizing staff efficiency, determining what resources are available, and balancing teacher requests.	Monthly	C4
13.	Assist in creating a master schedule to include scheduling students, recommending the best placement, balance, and class size.	Monthly	C4

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14.	Assists students with transition between elementary school and middle school and middle school and high school to include organizing, collecting, and distributing data.	Annually	C4
15.	Participates in the screening and selection of staff to include determining who to hire and who is the most qualified.	Monthly/ As Needed	C4
16.	Performs other duties of a similar nature or level.	As Required	N/B
17.	Oversees use of facilities and building managers.	As Required	

<p>Knowledge (position requirements at entry):</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • Instructional and curriculum strategies; • Child and adolescent development; • State and Federal laws; • District policies and procedures; • Meet and Confer issues; • Assessment techniques; • Effective discipline methods; • Facility operations and management.

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Skills (position requirements at entry):

Skill in:

- Using computers and related software;
- Resolving conflicts and crisis;
- Effectively leading others;
- Organizing time;
- Evaluating staff;
- Analyzing and interpreting statistics;
- Monitoring budgets;
- Monitoring safety procedures;
- Determining student needs;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Master's Degree in appropriate discipline and three years teaching experience, or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- State of Arizona Teacher Certification, as required
- Administrative Certification, as required

Physical Requirements:

Positions in this class typically require: fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

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