

The Assistant Principal is responsible for assisting the school Principal in the planning, organization, administration, and management of the assigned school. The position assists with the following areas: safe and orderly; school operations; teacher and staff supervision/evaluation; instruction support and extra-curricular activities. The Assistant Principal reports to the Principal and works collaboratively with District Certified Coordinators in the areas of Curriculum & Assessment, Instruction, Special Education, and Information Technology as well as other district administrators and coordinators in supporting school and student success.

Chain of Command

The Assistant Principal reports to the School Principal.

Competencies of the Assistant Principal

Listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across departments and schools.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

Essential Duties of the Assistant Principal***Safe and Orderly***

- Assist in establishing the school's student discipline plan, the emergency plan and the school's plan for ensuring a safe and orderly environment.
- Administer the student discipline program ensuring that the District's and school's policies and procedures related to student discipline referrals and discipline action plans meet requirements.
- Facilitate the implementation of the school's three tier Positive Behavioral Interventions and Supports (PBIS) framework.
- Provide professional development for instructional staff and other assigned personnel regarding school security, District handbook, classroom management, and effective discipline strategies.
- Conference with parents/guardians of students concerning discipline, attendance, and student behavior.

School Operations

- Coordinate all testing programs and scheduling at the school.
- Oversee programs for students with identified 504 needs.

- Support and assist in implementing the school’s student services plan and program including student referrals.
- Implement District Board Policy, state statues, and federal regulations as they pertain to the assigned school.
- Complete master schedules, duty schedules and any relevant course schedules as needed.
- Assist in coordinating transportation, custodial and other school support services.
- Assist in the reporting and monitoring of student attendance.

Teacher and Staff Supervision/Evaluation

- Assist the Principal in providing an atmosphere conducive to teaching and learning.
- Assist the Principal and supervising and evaluating certified and support staff.
- Participate in grade level/content area collaboration meetings.
- Assist teachers in developing and maintaining appropriate and effective teaching methods.
- Supports the principal with implementation of school curriculum.
- Analyze and understand data and effectively use it to form actions within the school.
- Support the implementation of school 90-day action plans and teacher response to learning action plans.

Extra-Curricular Activities

- Serve as a contributing member on District and school committees and initiatives as needed.
- Assist the principal in supervision and coordination of evening and weekend events as requested.
- Assist in developing and implementing family and community involvement programs and initiatives.
- Serve as a liaison and have active involvement with staff at the District and site levels.

Minimum Qualifications

M.A.Ed. Education Leadership

Equivalent combination of education and experience to successfully perform the essential duties of the job listed above

Valid Arizona Principal Certification

Valid Arizona Teaching Certification and five years of teaching experience

Preferred Qualifications

Experience and demonstrated success as a school Principal or Assistant Principal

Date Revised

03.25.2021