

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
ASSISTANT PRINCIPAL/ASSISTANT DIRECTOR

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Administration	C/4/3 – C/5/1	Exempt

CLASS SUMMARY:

The Assistant Principal/Assistant Director is a standalone class. Incumbents are responsible for assisting Directors and Principals in the performance of administrative management duties at a school or at the District level.

Based upon assignment, duties may include assisting in developing and monitoring goals; participating in screening and selection of staff; supervising and monitoring performance of certified and other staff; establishing and monitoring standards of conduct for students; participating in the establishment and monitoring of budget; facilitating development of school schedules; designing staff development programs and content; designing, implementing, and coordinating various programs and professional growth opportunities; providing assistance in the conduct of District-wide support activities that enable the instructional process; facilitating meetings; writing curriculum; and, working with teams to support the goals and mission of the District.

Incumbents supervise staff, performing the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.

The Assistant Principal/Assistant Director is distinguished from other Administration classes by its focus on assisting Principals or Directors in the management and administration of schools or major District operational functions and/or programs.



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<u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
As assigned, establishes and monitors standards of conduct for students including monitoring student behavior, ensuring appropriate and consistent behavior; assisting in the resolution of conflicts and taking appropriate disciplinary actions; building positive student relationships; visiting classrooms, meeting with teachers and parents; participating in the development of educational objectives and priorities; ensuring efficient school operations; or manages components of major District operational functions supporting the overall District-wide instruction of students such as infrastructure and instruction services including curriculum development, and employee and administration support services in business, technology, discipline and employee relations, benefits administration including trust negotiation, and other support functions.	Daily 30%	C/4
Monitors the performance of certified and/or other staff to ensure effective high quality performance including determining the attainment of quality standards and, as assigned, provides employee relations technical assistance related to performance management, discipline, and related support.	Daily 20%	C/4-5
As assigned, designs staff development programs and content including competency determination, training, resource allocation; designs, implements, coordinates and evaluates programs and professional growth opportunities for the District or a school; maintains and enhances a component of a major District process such as technology, educational services, curriculum development, business services, human resources; and/or promotes and maintains effective relationships and communication with the community including information sharing and conflict resolution.	Weekly 20%	C/4
Supports the achievement of school or District function objectives including facilitating meetings as necessary; monitoring and assessing achievement of goals; developing action plans; drafting of long range plans, goals, and curriculum or operational content; participating in the preparation and monitoring of the budget and expenditures; and developing student, school and operations schedules.	Monthly 10%	C/4
Assists with student and staff transitions over the course of the school year cycle including the preparation of data and records and the screening and selection of staff.	Annually 5%	C/4
Performs other duties of a similar nature and level as assigned.	As Required	



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Position Specific Responsibilities:

Positions assigned as Assistant Principal are responsible for:

- Building student relationships including oversight of student behavior and conflict resolution and overseeing classroom education including supervision of teaching staff;
- Assisting Principals in the development of school-specific educational goals and maintenance of efficient school operations.

Positions assigned as Assistant Director are responsible for:

- Managing components of major District-wide operational functions supporting District infrastructure and instruction including supervision of administrative and program support staff;
- Assisting Directors in the management of District-wide assessment and program activities including curriculum, educational services, business services, technology, human resources, and other activities which enable the District-wide instructional process.

Training And Experience:

Bachelor's Degree in appropriate discipline and three years experience in a directly related field are required; based upon assignment, Master's Degree in an appropriate discipline and/or teaching experience may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- Based upon assignment, AZ Principal's Certificate may be required;
- As assigned, additional professional licensure may be required or preferred;
- As assigned, First Aid, CPR and/or Basic Life Support certification may be required;
- AZ Fingerprint Clearance Card may be required based upon assignment.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Subject matter in area of assignment;
- Safety procedures;
- Facilities operations;
- Data management and research methods;
- Budgeting and accounting; and
- Management principles and policies.



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Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Use of a variety of office and school equipment;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Leadership and decision making;
- Counseling, conflict resolution and problem solving;
- Training;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

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.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08
Revised by Human Resources 04.23.14

