

Vail School District Job Description

Job Title: Assistant Principal

Department: Principal

Reports To: Principal

FLSA Status: Exempt

SUMMARY

Assists the Principal in administering the school, supervises sports/ activities, and counsels and disciplines students by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist with planning and supervision of school student activity programs.

Gives individual and group guidance for personal problems, educational and vocational objectives, and social and recreational activities.

Talks with and disciplines students in cases of attendance and behavior problems.

Assists with supervising students.

Maintains records of student attendance.

Assists with organizing and administration of in-service teacher training.

Provides assistance with the development, implementation, and evaluation of the school's instructional program.

Assists with the supervision of the physical plant.

Frequently be available outside the normal school hours, to include phone calls at odd hours and other predictable and unpredictable demands.

Ensures compliance with all district policies and regulations.

Evaluates personnel according to established criteria.

Assists in establishing rules for student conduct, utilizing state and district guidelines.

Assists in scheduling activities, classes, and personnel assignments.

Represents the school to the community.

Develops and implements the curriculum in conjunction with the other members of the administrative team.

Assists classroom teachers in the instructional process.

Assists in budget development as it relates to the school.

Represents the District at special education IEP meetings.

Maintains staff relationships with other principals and Directors.

Makes reports to the Governing Board as directed.

SUPERVISORY RESPONSIBILITIES

This position may have supervisory responsibilities.

QUALIFICATIONS 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.

EDUCATION and/or EXPERIENCE

Bachelor's degree and/or Masters degree from an accredited four-year college or university.

Must have considerable knowledge of the principles and practices of school administration.

Must be able to interpret laws, policies and guidelines relating to school administration.

Must be able to establish and maintain effective working relationships with the Governing Board, District personnel, representatives of local and state agencies, parents, and the public.

Must be able to work with a diverse student population, including those with various handicaps and special needs.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold a valid Arizona Principal certificate.

PHYSICAL DEMANDS The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Must maintain a condition of excellent physical and mental health.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.