

## **Vail School District Job Description**

**Job Title:** Assistant to the Principal  
**Reports To:** Principal  
**FLSA Status:** Exempt  
**Classification:** Professional Staff  
**Prepared Date:** 7/1/00  
**Updated:** 2/9/06

**SUMMARY:** Work with the Principal to provide general administrative and other services.

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

Supervises special projects as assigned by the Principal.

Oversees student discipline and assists the principal with curriculum and instruction, and staff development/in-services.

Shares supervision and participation in evening and weekend events with the principal.

Assists the principal with supervision and evaluation of classified and certified employees.

May work with students and staff to access social services or provide counseling as appropriate.

May serve as staff liaison to the parent-teacher organization.

Assists in the formulation of master schedule.

Participates in grade level, curriculum, and department meetings as appropriate.

Serves as the administrative designee in the absence of the principal.

Assists in recruitment and interviewing of staff.

May attend IEP and TAT meetings as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position assists with supervisory responsibilities of school employees assigned by the principal.

**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 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 Teacher's Certificate.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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.