

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Elementary School Assistant Principal
Job Family: Administration
Department: Administration
Typical Work Year: 12 months

Pay Grade: Administrative Salary Schedule
FLSA Status: Exempt
Prepared Date: December 17, 2013

SUMMARY: Assist with the administration, supervision, guidance, and coordination of the educational program within an Elementary, Middle, or High School in Durango School District 9-R, including building, curriculum, human resources, and financial resources management. This position draws on successful skills and experience in the following critical areas: instructional leadership, student-centered leadership, technological leadership, interpersonal skills, professional experiences, and effective communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on building or department assignment.*

- | | | |
|---------|------|--|
| D | 25% | Assist with the hiring, supervision, and evaluation of staff. |
| D | 25% | Supervise pupil; services programs, including positive behavior supports, discipline, attendance, guidance, special education, transportation, English Language Learner, and gifted and talented. |
| D | 10% | Facilitate various building meetings, including team meetings, department meetings, student study, 504's and staffings. |
| D | 10% | Develop and implement various budgets, including athletics, fundraising, and co-curricular. |
| D | 10% | Act as a liaison between school and community by responding to parent and community concerns/questions and promoting positive public relations. |
| D | 10 % | Assist with developing the Master Schedule. |
| D | 5% | Implement safety drills for fire, lockdown, lockout, etc. Design and assign staff to supervision/duty assignments. Enforce school district discipline policies. |
| M | 2% | Supervise and monitor student behavior in an effort to maintain an academic environment conducive to student achievement including, but not limited to, supervision during lunch, in the hallways and during co-curricular activities at night and after school. |
| D | 10% | Support curriculum alignment with the Colorado Academic Standards through ongoing teacher observations and curriculum committee work. |
| D | 10% | Monitor, maintain, and coordinate facility maintenance and usage. |
| D | 10% | Develop and implement staff development opportunities. Supervise and monitor Professional Learning Communities |
| D | 10% | Assist in implementing state and local assessment programs and gathering student data. |
| Ongoing | 3% | Perform other duties as assigned. |

EDUCATION AND TRAINING: MA in Administration/Leadership/Curriculum and Instruction. First Aide Certification, Medication Administration, and CPR required within 3 months of hire.

EXPERIENCE: Experience in teaching, supervision and instructional leadership. Experience with data-driven school improvement processes that result in high academic achievement for all and elimination of achievement gaps.

CERTIFICATES, LICENSES, & REGISTRATIONS: Colorado Type D Certificate/Principal/Administrator’s License.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical and organizational skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Intermediate to advance knowledge of and ability to develop, monitor and evaluate curriculum, instruction, discipline plans, IEP’s, and supervision/safety plans.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board and District policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment.
- Microsoft Office applications.
- Student Information Systems.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Principal
Direct Reports: Licensed Staff, Classified Staff

BUDGET AND/OR RESOURCE RESPONSIBILITY: Assist with planning and monitoring the building budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X

Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	