



**LITTLETON ELEMENTARY  
SCHOOL DISTRICT #65  
Job Description**

<b>TITLE:</b>	Assistant Principal
<b>QUALIFICATIONS:</b>	<p>State of Arizona Principal Certification          MA Degree in Education Administration or related field          Minimum of three years experience as a classroom teacher, or any combination of education and experience sufficient to successfully perform the essential duties of the job listed.          Fluent oral and written Bilingual Skills preferred          Such alternatives to the above qualifications as the Board may find appropriate and acceptable.</p>
<b>REPORTS TO:</b>	Building Principal
<b>SUPERVISES:</b>	All employees as assigned
<b>JOB GOAL:</b>	To support the building Principal in promoting excellence in learning and facilitating a leaning environment which respects the dignity of all.
<b>FLSA Status:</b>	Exempt
<b>Physical Requirement:</b>	Positions in this class typically require: use of hands, talking, hearing, seeing and repetitive motions.
<b>Sedentary Work:</b>	Exerting up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting a portion of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SKILLS** (Position requirements at entry) :

- Solving problems and resolving conflicts
- Counseling and advising parents, students and staff
- Using computer and related software
- Developing and training staff
- Managing a budget
- Analyzing and interpreting data
- Monitoring safety procedures
- Implementing and scheduling interscholastic sports program
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor and the general public sufficient to exchange or convey information and to receive work direction

**KNOWLEDGE** (Position requirements at entry):

- Current instructional practices
- Evaluation, mentoring and training methods
- Arizona State Law and District policies and procedures
- Human growth and development
- Federal, state and district financial budgeting regulations, processes and procedures
- Effective discipline methods
- Positive interpersonal skills to interact with staff, parents and community
- Facility operations and management
- Arizona Department of Education and District School Improvement process



### **ESSENTIAL FUNCTIONS/PERFORMANCE RESPONSIBILITIES**

- Assist in the supervision of the school's educational program
- Act on behalf of the principal in his/her absence
- Communicate regularly and effectively with the building Principal
- Assist the principal in the development and/or revision of the Arizona Department and District School Improvement Plans as required and the curriculum as necessary
- Provide student counseling/conferencing and coordinate with outside agencies for critical needs of students
- Supervise, mentor, train and implement discipline program for campus
- Facilitate special education, bilingual, advanced placement programs, and other special programs with the school
- Participate in certified and support staff selection, orientation, supervision, evaluation and professional growth as assigned by Principal
- Prepare and present both orally and in writing reports as requested (i.e. Federal, State, Governing Board, and Administrative).
- Assist in conducting staff meetings to keep all informed of policy changes and new programs (i.e. governing board, counseling services, interscholastic, intramural, extra curricular activities.)
- Review teacher lesson plans on a weekly basis
- Monitor all classrooms in the use of effective Essential Elements of Instruction and classroom management strategies
- Assist principal with facility issues and managing, organizing and monitoring systematic procedures for accounting and budgeting (i.e. textbooks, supplies, furniture, equipment).
- Assist in keeping community informed on a regular basis regarding activities of school and the progress of their children
- Assist principal in planning and supervising of scheduled events
- Administer and facilitate Site Council and Parent Committee meetings as assigned
- Assume responsibility for the management and care of all student files and records in the school
- Evaluate students' progress with yearly reviews of placement and provide consultations to parents for students exiting from all programs
- Consult with parents and district personnel concerning placement of students in all district programs
- Coordinate and facilitate the instructional materials to meet the needs of students whose primary language is other than English and those students with special needs
- Other duties and responsibilities as assigned or requested by the Principal, Superintendent or Governing Board

### **TERMS OF EMPLOYMENT:**

Eleven months. Salary and work year to be established by the Governing Board.

### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Governing Board's Policy on Evaluations and Administrative Personnel.