

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Assistant Principal (K-5, K-8 or 6-8)

FLSA Status: EXEMPT

Classification: Certified

Terms of Employment: 8 hours per day, 210 days (number of days may vary based on school size and grade levels)

JOB GOAL: Assists with planning, organizing, administering, and directing all activities and functions at the Elementary/Middle/Junior High School level which are essential to the operation of a responsible, effective, and efficient instructional environment, which provides maximum opportunity for student growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSA and NCASA.

1. Complies with the code of ethics of the education profession, and upholds and enforces school rules, administrative directives, district policies and administrative regulations in accordance with statutory regulations of the State of Nevada and Federal Law.
2. Works with staff to develop, implement, and maintain school level policies and procedures.
3. Works cooperatively with, and maintains professional relationships with district employees and other professionals within specific area of responsibility.
4. Serves as an instructional leader for the school staff.
5. Works with the principal and staff to develop and maintain a school environment that is conducive to learning, and appropriate to the maturity and interests of students.
6. Works with the principal to implement and coordinate, at the school level, the district instructional program, including ancillary and support services.
7. Monitors school level programs and services for compliance with district policies and procedures.
8. Monitors student behavior for compliance with school code of conduct and NCSA Parent/Student Handbook.
9. Implements disciplinary procedures that comply with the district established discipline policy.
10. Monitors staff and student behavior for compliance with safety procedures.
11. Assesses the appropriateness and quality of programs and/or services for changes in programs, personnel, facilities, materials, and equipment based on student needs.
12. Makes recommendations to the principal for changes in program, personnel, facilities, materials, and equipment, as needed.
13. Observes and evaluates teacher performance, pursuant to state statutes and the appropriate negotiated agreement, and provides assistance to individual teachers in an effort to improve classroom instruction.
14. Supervises and evaluates the work of assigned school level classified personnel, and makes recommendations for improvement in work performance.
15. Observes, records, and commends exceptional qualities in assigned staff members and makes recommendations to the principal to provide them with leadership opportunities at the school.
16. Provides assistance or counsel to assigned staff members.
17. Works with the principal and staff to develop, coordinate, and implement staff development and in-service training programs at the school level.
18. Maintains professional competence through in-service education activities and/or self-selected professional growth activities.
19. Plans and conducts staff meetings, as required or assigned.
20. Assists with the recruitment and selection process of school-based personnel, as assigned.
21. Identifies needs within specific area of assigned administrative responsibility and prepares budget requests for the principal.
22. Manages budget for specific area of assigned administrative responsibility.
23. Prepares and maintains accurate and complete records and reports as required by law, district policies, and administrative regulations.
24. Attends district meetings and participates on committees, as required.
25. Meets with individuals and/or groups from the community, as required.

26. Establishes and maintains open lines of communication with administration, staff members, students, parents/guardians, and other community members, which includes continuous information to parents/guardians via correspondence, newsletters, Infinite Campus messaging, school website, and conferences.
27. Provides for the establishment and maintenance of a positive collaborative relationship with students' families to increase student achievement.
28. Serves in a problem-solving capacity to school personnel and parents.
29. Supervises the organization, coordination, and implementation of staff committees and organizations, student extra-curricular activities, and parent groups.
30. Responds to inquiries from welfare agencies, probation officers, school resource officers, and campus monitors regarding matters related to students.
31. Contacts security, police, fire department, and/or rescue squad, as needed.
32. Participates as a member of school-based crisis teams.
33. Serves as the administrator of record in the absence of the principal.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Possess effective interpersonal skills.
2. Possess excellent communication and collaborative skills.
3. Possess outstanding organization skills.
4. Demonstrates ability to be highly motivated and enthusiastic.
5. Ability to be an instructional leader with knowledge of technology.
6. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
7. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
8. Recognizes and reports hazards, conforms to safety standards as prescribed.
9. Recognizes unauthorized persons on campus, and/or issues that require immediate attention, and handles in an appropriate manner.
10. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Master's degree from an accredited college or university in subject(s) related to administrative assignment
2. Minimum of five (5) years certified experience in a school system, to include at least three (3) years of classroom teaching

Licenses and Certifications:

1. Valid Nevada Department of Education Administrative and Teaching license with endorsement(s) related to administrative assignment
2. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Occasionally required to lift or carry equipment up to 50 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

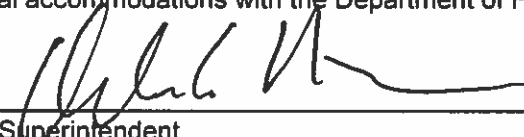
Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:  _____
Superintendent

4/25/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____