

TITLE: ASSISTANT PRINCIPAL – Secondary School

Definition: A professional staff member who assists the Principal in administering the school program, students in their personal development to support the learning process, and in building a positive school climate.

QUALIFICATIONS:

1. At least five years of successful teaching and/or school administrative experience.
2. Master's degree, preferably with emphasis in school administration.
3. Appropriate Colorado administrative certificate or license.
4. Demonstrated ability to work with students, teachers, parents and citizens of the community.
5. Demonstrated ability to implement effective public relations.
6. Organizational skills to complete tasks responsibly.

REPORTS TO: The Building Principal

JOB GOAL:

1. To help administer the school program.
2. To help students overcome problems that impede learning and assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.
3. To help provide positive school climate and a safe learning environment.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/Punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. School Administration:
Act in role of principal in all matters in the absence of the principal.
2. Assist the building principal in all matters especially:
 - Student attendance
 - Student discipline
 - Student activities and athletic director
 - Employee supervision
3. Accomplishes other duties as assigned.

TERMS OF EMPLOYMENT

1. Work teacher days, plus 20 additional days (10 days before school starts and 10 after it ends).
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board of Education's policy and procedure for evaluation of professional personnel.

STAFF HANDBOOK: August 2006