



Job Title: **Diamond Ridge (Alternative) High School Asst. Principal**

Department: **Responsive Services**

Supervisor: **Diamond Ridge High School Principal**

Lane Placement: **Administrative Lane 3**

Schedule: **8 hrs/242 days** Evaluation Group: **CLASS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Assistant Principal of Diamond Ridge (Alternative) High School supports the Principal as the Instructional Leader and will use leadership, supervisory, and administrative skills to assist in all matters pertaining to the implementation of the Canyons School District's Academic Plan, the safe operation of the school, and public relationships. They are responsible for assisting with the administration and support of multiple education programs including Diamond Ridge (Alternative) High School, Entrada Adult High School, Safe School alternative program and Canyons Community Education.

Duties include, but are not limited to, serving as the assistant principal of Entrada Adult High School; coordinator of the daily and night-time operations of Entrada and Community Education; assisting the principal with program budgets; staff hiring, evaluations and management; financial operations and Land Trust; School Community Council; grants writing and administration; school administration; student discipline; curriculum, and staff professional development. This position may assume all responsibilities of the building operation during the principal's absence if so directed.

The Diamond Ridge (Alternative) High School Assistant principal is responsible for the development and implementation of the adult education program and activities. This position requires extensive knowledge and coordination of ABE, AHSC, ESL, GED Programs, 21st Century programs, Utopia reporting, alternative and adult education policies and procedures, and proven track record of successful state and federal grant writing.

ESSENTIAL FUNCTIONS – Assist Administrator with the following:

The Assistant Principal of Diamond Ridge (Alternative) High School promotes the success of every student by:

- Facilitating the development, articulation and implementation for a college, career and citizenship ready education
- Developing and sustaining a school focused on teaching and learning
- Ensuring effective management of the school and strategic distribution of resources for a safe, efficient, and effective learning environment
- Collaborating and communicating effectively with faculty, staff, parents, community members, and responding to diverse community interests
- Acting with, and ensuring a system of integrity, fairness, equity, and ethical behavior
 - Demonstrates appropriate, ethical, and legal behavior including compliance with IDEA, Section 504, FERPA, and ADA
 - Demonstrates respect for diversity by cultivating cultural sensitivity and embedding equitable practices
- Understanding, responding to, and influencing the interrelated systems of political, social, economic, legal, policy, and cultural contexts affecting education
 - May actively participate in the school's local community
 - Contributes to the larger arena of educational policy making

- Assist in the hiring and evaluation of staff
- Advertise, market, and promote adult education and community education programs
- Compile and publish community education/adult education catalogs
- Supervise site-based community education coordinators
- Write grants to supplement state funding of programs
- Oversee testing, intake, and supervision of adult education students
- Demonstrate excellent interpersonal skills and enthusiasm for working with adult students
- Assist in the supervise of secretaries, aides, and other clerical staff
- Complete reports to USBE
- Manage Utopia reporting
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge, and experience requirements; the machines, tools, and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Being fingerprinted and clearing a criminal background check
- A Master's Degree from an accredited college or university
- A valid Professional Educator License for the State of Utah with a "License Area of Concentration of Administrative/Supervisory (K-12)"
- A minimum of three (3) years of School-based administrative experience preferred
- A minimum of three (3) years of experience with adult education programs preferred
- A minimum of three (3) years of experience with at-risk youth preferred
- A minimum of five (5) years of K-12 or higher education teaching experience preferred
- Ability to communicate calmly with clarity and sensitivity in all situations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to identify and resolve problems in a professional and timely manner
- Skills in negotiation and conflict resolution
- Outstanding organization and initiative
- A professional, courteous demeanor suitable for working at the executive level
- A valid driver's license

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all District policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019