



Job Title: **Secondary Assistant Principal**

Department: **Secondary Schools**

Supervisor: **School Performance Director**

Lane Placement: **Administrative Lane 3**

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

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Assistant Principal of a Secondary 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 Canyon School District's Academic Plan, the safe operation of the school, and public relationships. This position may assume all responsibilities of the building operation during the principal's absence if so directed.

ESSENTIAL FUNCTIONS

The Assistant Principal of a secondary school promotes the success of every student by:

- Facilitating the development, articulation and implementation for a college, career and citizenship ready education.
 - Establishes high and measurable expectations for all students and educators which are monitored with data.
 - Facilitates a process of creating a shared vision, mission, and goals with the Building Leadership Team that aligns with the Canyons' Academic Plan.
- Developing and sustaining a school focused on teaching and learning.
 - Ensures strong professional cultures that support student achievement through the CSD Response-to-Intervention (RtI) Framework of evidence based practices.
 - Supports the implementation of Common Core State Standards and the Utah Core Curriculum using District adopted materials with fidelity.
 - Guides and supports quality professional development.
 - Ensures that instruction meets the diverse learning needs of all children.
 - Uses a variety of information and data to evaluate student learning, effective teaching, and program quality.
- Ensuring effective management of the school and strategic distribution of resources for a safe, efficient, and effective learning environment.
 - Strategically allocates and aligns resources to address diverse student needs, legal requirements, and equity goals.
 - Develops the consistent implementation of the school's Positive Behavior Intervention Supports (PBIS).
 - Protects the well-being and safety of students and staff.
 - Conducts personnel evaluations that develop and improve professional practice.
 - Provides effective supervision at extra-curricular activities as dictated by school needs. (High school has considerable night-time and weekend activities.)
- 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.
 - 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

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a Master's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administrative/Supervisory (K-12)".
- Requires graduate level writing and verbal skills.
- A minimum of five (5) years of K-12 or higher education teaching experience preferred.

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 _____