



Job Title: **Assistant Principal – Title One**

Department: **Schools**

Supervisor: **Principal**

Lane Placement: **Administrative Lane 3**

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

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

The Assistant Principal of a school will use leadership, supervisory, and administrative skills to promote the educational development of each student in the assigned building. This position will include assuming all responsibilities of the building operation during the principal's absence.

## **ESSENTIAL FUNCTIONS**

- Assist the principal in the overall administration of the school
- Support the principal to implement, monitor and revise the school's academic achievement plan
- Collaborate with the Building Leadership Team, grade level teams and building specialists to ensure effective core instruction, appropriate interventions and supports needed to increase the academic achievement of each student
- Support the development and consistent implementation of the school's Positive Behavior Supports Program
- Fulfill Title I Monitoring requirements as assigned by principal
- Assist in school's plan for effective parent engagement
- Coordinate school's participation with community support services
- Supervise extra-curricular activities
- Cooperate in the conducting of safety inspections and safety drill practice activities.
- Assist in the coordination of transportation, custodial, cafeteria and other district support services.
- Member of Faculty Advisory and Staff committees.
- Assist with staff interviews.
- Assist with staff evaluations (JPAS, JCES)
- Perform other tasks and assume other responsibilities as the principal may assign.
- Assist in the supervision of extended day/year programs
- Assume the principal's duties in her/her absence.
- 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 Bachelors Degree from an accredited college or university.
- Requires a Masters 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".
- A minimum of five (5) years of teaching experience preferred.
- Requires a strong background in evidence-base curriculum, data analysis and effective instructional practices
- ESL Endorsement preferred
- Job requires supervisory and organizational skills.
- Must be skilled in organizing and directing others.
- Requires ability to communicate clearly (e.g. training and giving instructions)

**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

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](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: \_\_\_\_\_ 11/01/2019