

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: **Assistant Principal**

Department / Location: Various Schools

FLSA Classification: Exempt

Supervisors Title: Principal

Contract: 245 Days

Administrator Approval: _____

Date: _____

ADA Review: _____

Date: 6-7-17

Human Resources Approval: _____

Date: 6-7-17

Superintendent Approval: _____

Date: 6/7/17

Original date: 04/85 Revised: 03/92 Revised: 08/09 Revised: 04/11 Revised: 06/17

GENERAL FUNCTION

The **Assistant Principal** reports to the principal of the school and is responsible for assisting in the leadership and direction in all matters pertaining to the educational programs and practices of the school, including the operation of the school and the proper involvement of parents and community members in the planning and decision making process.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assist the principal in the overall administration of the school.
- Assume responsibility for maintaining discipline throughout the school (e.g. safe school enforcement/expulsions, discipline referrals, tardy intervention program, teacher/student conflict, monitoring of hallways, lunchroom and parking lot).
- Coordinate school activities (e.g. generating the school calendar, designing regular and activity bell schedules, scheduling assemblies and other co-curricular activities).
- Assist in conducting safety inspections and safety drill practice activities.
- Assist in the coordination of transportation, custodial, cafeteria and other support services.
- Supervise the reporting and monitoring of student attendance.
- Member of faculty advisory, staff and other committees as directed.
- Provide leadership and direction to the operation and activities of the local school and to comply with Board of Education (Board) goals, policies and guidelines.
- May assist in developing, implementing and/or managing appropriate budget allocations to provide fiscal accountability in the school.
- Establish, maintain and protect records and required information in a secure location. Maintain confidentiality of all student and employee information.
- Assist in disseminating and interpreting information to employees and media concerning the programs and activities of the local school and to respond to community problems and concerns as required.
- Assist in the implementation of a comprehensive staff development program for personnel of the local school.
- Assist the principal in administering personnel policies that pertain to the school staff and to assist the Human Resource Department in the employment and/or discipline of school personnel.
- Develop and implement policies, guidelines and procedures for the effective utilization of the physical facilities of the school.
- Manage the development and implementation of appropriate programs to maintain appropriate student behavior and discipline.
- Assist in the distribution, utilization and inventorying of instructional related materials. Follow District procurement guidelines.
- Required to travel to District schools or other locations using own transportation.

- Will be required to attend meetings, events and activities outside of normal work hours on a regular basis.
- This position requires punctual and regular daily 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 incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

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 machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- 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 "Administration".
- A minimum of one (1) year of administrative experience preferred which may include a one year full-time administrative internship.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah. Must be able to provide own transportation.
- Requires strong oral and written communication skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to establish and maintain a positive working environment.
- Ability to manage the development and implementation of appropriate programs to maintain appropriate student behavior and discipline.
- Ability to develop and implement policies, guidelines and procedures for the effective utilization of the physical facility of the school.

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.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception
- Physical demands and stamina vary according to location/level.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, 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.