

Position Description

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| TITLE: | Associate Principal & Director of Co-Curricular Programs | FLSA STATUS: | Exempt |
| DEPARTMENT: | School Site/District Wide | GRADE: | 30 |

SUMMARY: Under limited supervision, implements and enforces school board policies, administrative rules, and regulations. Collaborates with principal to support school and district-wide goals and initiatives. Provides leadership and direction to the District's athletic departments, coaches, and students for the continuous improvement of sustaining successful co-curricular programs.

PRIMARY DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Serves as an ambassador for the schools and District at all times.
- Assists principal in the overall administration of the school. Serves as administrator in the absence of the principal.
- Coordinates co-curricular activities and school events including but not limited to graduation, transitions, assemblies and school dances. Reviews and approves related fundraisers and purchasing.
- Shares responsibility for the maintenance of discipline throughout the school and addresses individual students as necessary.
- Collaborates with counselor(s) on individual student plans.
- Maintains communication with parents and teachers to address concerns.
- Conducts teacher walkthroughs and observations of performance and provides feedback.
- Assists principal in the evaluation of certified and classified staff as assigned.
- Reviews and oversees emergency plans, procedures, safety inspections and drills.
- Administers campus maintenance. Reviews, approves, and implements work orders.
- Supervises, trains, prepares work schedules, and assigns tasks for athletic staff. Observes, evaluates, and provides work performance feedback to coaching staff.
- Oversees athletic events. Coordinates with the facilities department for the setup and breakdown for events, insures the continuous upkeep of all district fields and athletic facilities.
- Supervises ticket sales, scorekeeping, security and officials for all home events. Secures all facilities after athletic events.
- Coordinates arrangements for transportation and lodging for away athletic events including all tournaments.
- Monitors student/athlete attendance, grades and eligibility.
- Submits and monitors an annual budget and procurement for co-curricular programs. Maintains equipment inventory and supplies.
- Ensures compliance with A.I.A. and makes appropriate notifications when necessary.
- Coordinates with middle school athletic directors on budgets, procurement, events, handbook enforcement, promotion of programs other related issues.
- Designs and facilitates professional development for coaches, including community youth and volunteer coaches.
- Builds and maintains community relationships and networks to support the District's co-curricular programs. Coordinates and conducts community events that promote and/or fundraise for each sport.

- Facilitates meetings related to program needs with outside staff, personnel, administration, community members, etc., as needed.
- Develops and/or implements Action Plans, as needed.
- Completes other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Master's Degree in Education, Educational Leadership or closely related field; **AND** three (3) years of teaching experience, including supervisory/management/leadership experience; **OR** an equivalent combination of education, training, and experience.

Required Licenses and Certifications:

- Arizona Teaching Certificate.
- Arizona Administrative Certificate.

Required Knowledge of:

- Principles and practices of effective project management, leadership, supervision, and training.
- Principles and procedures of recordkeeping, reporting, and retention.
- School safety rules and regulations, and precautions.
- Instructional practices and methods of classroom teaching and management.
- Discipline manual policies, procedures, and regulations.
- Practices methods involved in providing quality customer service.
- District and School Board policies and procedures.

Required Skills in:

- Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely.
- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment.
- Understanding lesson planning using District lesson plan template.
- Analyzing and interpreting student data.
- Practicing methods involved in providing quality customer service.

Physical Demands/Work Environment:

- Work is performed in a standard office environment.
- Ability to travel and represent the District

Approved 4/23/2019