

**WILLCOX UNIFIED SCHOOL DISTRICT
480 NORTH BISBEE AVENUE
WILLCOX, ARIZONA 85643**

JOB DESCRIPTION

TITLE: Assistant Principal

QUALIFICATIONS:

- Valid Arizona Principal's Certification
- Masters Degree in Elementary or Secondary Education.
- Three (3) years of successful teaching experience.
- Knowledge of effective classroom instruction, curriculum, school management and evaluation techniques.
- Demonstrated aptitude or competence for assigned responsibilities.
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: High School Principal

SUPERVISES: Instructional personnel and support staff as assigned.

JOB GOAL: The assistant is responsible for helping the principal maintain an optimum learning environment for students and a pleasant, productive place in which to work and learn. He/she is responsible directly to the HS principal for the efficient and effective operation of programs within the established policies of the governing board.

PERFORMANCE RESPONSIBILITIES:

Responsibilities shall include but not be limited to the following:

- Assist the principal in the overall administration of the school.
- Serve as principal in the absence of the regular principal.
- Implement and maintain district guidelines for proper student conduct and discipline, affording due process rights to students.
- Assist in screening and interviewing of school staff.
- Assist in staff observations and evaluations.
- Assist in developing schedules prior to the school year and throughout the school year.
- Assist with promotion/graduation activities.
- Assist with and attend designated meetings (orientation, grade level, retention, general staff).
- Attend Individual Education Plan (IEP) meetings in the absence of the principal.
- Assume other administrative responsibilities as assigned in the absence of the principal.
- Perform such duties as assigned in accord with school district needs by the superintendent or immediate supervisor.

PHYSICAL TASKS:

- Requires hearing and vision (corrected) in normal range necessary to perform required tasks.

EVALUATION:

- Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of professional staff (GCO).

APPROVED BY: _____ SUPERINTENDENT _____ DATE: 7/10/00

REVIEWED AND
AGREED TO BY: _____ DATE:
INCUMBENT