

**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 and Middle School Principals

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 MS/HS principals 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.

TERMS OF EMPLOYMENT:

- 10 months per year
- 2 personal days per year
- 10 sick leave days per year
- Holiday/recess days are per teacher calendar, plus Memorial Day

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

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## **JOB DESCRIPTION**

**TITLE:**

Athletic Director

**POSITION SUMMARY/JOB GOAL:**

Provide for overall leadership and coordination among the various sports to facilitate programs that provide students worthwhile learning experiences. To organize, coordinate and evaluate the total high school athletic program while providing leadership and direction to the coaching staff.

**REQUIREMENTS:**

Arizona Administrative Certificate or evidence of eligibility to be certified by the AZ Department of Education before the commencement of the school year. Previous coaching experience required. Bilingual skills preferred. First Aid certification required.

**REPORTS TO:**

Superintendent and Principal

**ESSENTIAL FUNCTIONS:**

**(THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED)**

- Responsible for overseeing the coaches at each location.
- Primary contact for explaining and promoting the athletic program to the principal, faculty, student body and school patrons.
- Coordinates the scheduling of all athletic events and arrangements for the appropriate transportation.
- Responsible for the coordination and planning for the athletic budget
- Oversees the practices times and sites.
- Facilitates tournament management
- Manages coaching staff and performs all coaching performance assessments
- Attend the athletic events whenever possible and will work in conjunction with the coaching staff to ensure all home events are attended
- Work with coaches and principals in problems of discipline concerning athletics. Will also maintain a file of all athletic suspensions and expulsions from teams in regard to giving each athlete "due process".
- Responsible for distribution of athletic insurance forms to all athletes
- Maintains physical exam files for each student athlete involved in athletics.
- Keep the release and participation information form on file for two years after the individual graduates.
- Contracts all game officials for home events.
- Act as a tournament manager for all league and tournament playoff activities that are held at the school district.
- Maintain an active program that promotes sportsmanship and welcome the competing teams and guests.
- Liaison between coaches and the athletic boosters club.

- Maintain close communication with the principal for purposes of concurrence in direction-setting and problem-solving.
- Plan and conduct student/parent orientation for all sports which will cover the potential for injury, expected student/fan conduct, coach responsibilities, complaint/grievance procedures, and opportunity for parent/fan input.
- Plan and monitor coaching travel and training.
- Procure necessary assistance to assure efficient facilitation of games.
- High school and middle school athletic directors will coordinate activities and responsibilities with frequent communication.
- Such other functions appropriate to the athletic directorship, AIA mandates, or that may be assigned by administration.

**PHYSICAL TASKS:**

Work involves the performance of duties where physical exertion is required to supplement normal sedentary work. Will be asked to work standing up and engage in walking/jogging for long stretches of time. Occasional lifting and carrying of objects up to 40 pounds may be required. Work involves sitting for extended periods of time, moving from one location to another, reaching, stooping, climbing, bending and holding and grasping. Visual weakness must not prohibit performance of job duties. Verbal communicative ability may be required of public contact positions.

**MENTAL TASKS:**

Communicates, comprehends. Develops, plans and evaluates school programs and curriculums. Collaborates with staff to coordinate school events. Analytical problem solving and creative thought process.

**EQUIPMENT, AIDS, TOOLS AND MATERIALS:**

Uses office equipment such as telephone, computer, printer, copier and audio/visual presentation equipment.

**WORKING CONDITIONS:**

Works indoors, office/school environment, exposure to noise. Outdoors in all types of weather conditions. Extensive contact with employees, students and public

**EVALUATION:**

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



## REQUEST TO POST VACANCY

Date Submitted: 2/4/22

Title of Position: High School Athletic Director/Assistant Principal Grade/Step: 9-12

New Replacement position – Replacing whom: Chris Stalder

Full -Time Hours per Day Anticipated hire date: 4/28/22

Job description attached: Yes X No

Supervisor: Tammy Hall \_\_\_\_\_

Posting: Internally Only X Internal/External

Suggestions for External Posting: **Must be qualified to fulfill both positions, ADE certification and current Fingerprint Clearance Card on file.**

Approved: Kevin Davis \_\_\_\_\_ Date: 2/8/22 \_\_\_\_\_  
Superintendent/Business Manager

Original retained by Superintendent's Office; Copy sent to Originator