

Tolleson Union High School District #214
Assistant Principal

Purpose:

To assist the Principal in providing leadership in the areas of Educational Programs, Student Conduct, and Operations and Resources.

Qualifications:

1. A Master's degree from an accredited college or university
2. Valid administrative and teaching certificates as issued by the state of Arizona
3. Appropriate successful teaching experience

General Responsibilities:

1. Administers school and district policies and regulations as needed, including assurance of due process.
2. Coordinates related communications/conferences with students, teachers, and parents
3. Facilitates school programs including athletics, extracurricular, co-curricular, etc.
4. Supervises teachers and evaluates classroom instruction
5. Organizes and implements school, district, and state assessments
6. Assesses, organizes and oversees the use of school resources (staff, equipment, facilities)
7. Provides for an inclusive and safe student environment
8. Oversees collection of data and required reporting
9. Assists in selection, hiring, and evaluation of staff members
10. Maintains student records in accordance with district, state, and federal requirements
11. Supervises students, athletics and activities including school and non-school hours
12. Performs other tasks as assigned by the Principal

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; and some fine finger dexterity. The job is performed in a somewhat clean and healthy environment.

Responsible to:	Principal of the site.
Terms of Employment:	Eleven-months, full-time
Evaluation:	This position will be evaluated annually as outlined in Governing Board Policy
FLSA Status:	Exempt
Salary Range:	Assistant Principal Initial Placement Salary Schedule
Governing Board Adopted:	August 1994 May 13, 2010 (Revised)