

**Roswell Independent School District
Job Description**

Position: ASSISTANT PRINCIPAL/ADMINISTRATOR AT THE HIGH SCHOOL

Supervisor: PRINCIPAL

General Job Description:

To assist the principal in promoting the educational development of each student by the use of leadership, supervisory, and administrative skills.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues and takes initiative to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Use supervision, staff development and performance evaluation to improve the instructional process of the school. To do this, the assistant principal follows procedures consistent with the state and local Cooperative Professional Development Plan.
11. Comply with all School Board policies and administrative regulations.
12. Coordinates activities relating to instructional materials to include:
 - a. Distributing materials and disseminating information relating to instructional activities.
13. Assists with supervising and evaluating personnel.
14. Assists in planning curriculum.
15. Supervises custodians.
16. Helps assume responsibilities of the principal in his/her absence.
17. Conducts staff development programs.
18. Schedules programs for teachers, students and parents, i.e., busing lunch program, scouting, PTA, PTO, PAC, Chapter 1 PAC, planetarium, youth concerts, holiday programs, science fair, art show, spelling bee and math contest.
19. Serves as fiscal agent for the building maintains records of all receipts and disbursements of monies according to instructions of the Assistant Superintendent for Finance.
20. Treats people with dignity and respect while adhering to all stipulations in Board Policy 3110 Code of Ethics of the Roswell Independent School District and 3111 Code of Conduct of the Roswell Independent School District.
21. Supervise the coordination of the instruction program and classroom control.
22. Assist in developing school standards and service in the absence of principal.
23. Share responsibility for supervision of school activities.
24. Administer the attendance accounting system as directed by the principal
25. Be responsible for pupil behavior on the campus, handling cases up to and including recommendation for suspension or expulsion.
26. Adjust teacher-pupil problems with regard to discipline.
27. Hold parent conferences regarding pupil discipline.
28. Adjust student problems with juvenile and law enforcement officers.
29. Develop liaison with county social agencies in assisting the student.
30. Maintain and supervises non-instruction pupil records.
31. Comply with all school policies and administrative regulations.
32. Direct and supervise the school plant, maintenance staff, and cafeteria.
33. Supervise and manage the attendance office and attendance accounting
34. Assign and supervise lunch and bus duty.

ASSISTANT PRINCIPAL/ADMINISTRATOR AT HIGH SCHOOL (CONT'D)

- 35. Maintain the non-instruction equipment, supplies, and machines necessary for the function of the school. Conduct surveys as needed.
- 36. Maintain the permanent furniture in good working order.
- 37. Maintain inventory of textbooks, supplies, equipment, forms, etc.
- 38. Deal with information that is confidential regarding personnel and labor relations issues.
- 39. Maintain confidentiality with sensitive matters.
- 40. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
- 41. Report to work on time and work no less than 7 hours per day.
- 42. Work independently with very little supervision.
- 43. Attempt to deescalate parents/staff/students; listening/visiting with them about their concerns prior to their meeting with administrators.
- 44. Perform any other duties as assigned by your immediate supervisor.

Qualifications:

- 1. Master's degree
- 2. Current New Mexico Administrative license as required by the State of New Mexico.
- 3. Five years' experience in public school administration and supervision and/or teaching.
- 4. Valid Drivers' license and Car Insurance.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to comply job assignment without direct supervision. After hours work may be required. May make site or home visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date