

## **CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION**

**Position:** Assistant Principal/Administrator

**Supervisor:** Principal

**General Job Description:** The Assistant Principal/Administrator will 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.

### **Additional Duties and Responsibilities:**

1. Supervise the coordination of the instruction program and classroom control.
2. Assist in developing school standards and serves in the absence of principal.
3. Share responsibility for supervision of school activities.
4. Administer the attendance accounting system as directed by the principal.
5. Responsible for pupil behavior on the campus, handling cases up to and including recommendation for suspension or expulsion.
6. Adjust teacher-pupil problems with regard to discipline.
7. Hold parent conferences regarding pupil discipline.
8. Adjust student problems with juvenile and law enforcement officers.
9. Develop liaison with county social agencies in assisting the student.
10. Maintain and supervises non-instruction pupil records.
11. Comply with all school policies and administrative regulations.
12. Direct and supervise the school plant, maintenance staff, and cafeteria.
13. Supervise and manages the attendance office and attendance accounting.
14. Assign and supervise lunch and bus duty.
15. Maintain the non-instruction equipment, supplies, and machines necessary for the function of the school.
16. Maintain the permanent furniture in good working order.
17. Maintain inventory of textbooks, supplies, equipment, forms, etc.
18. Perform any other duties assigned by the principal.

**Qualifications:**

1. A master's degree.
2. A valid New Mexico administrative license as required by the State of New Mexico.
3. Five years of experience in public school administration and supervision and/or teaching.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds), climbing stairs, reaching, squatting, kneeling, and moving light furniture may be required.

**Safety and Health:**

1. T.B. Test
2. Knowledge of universal hygiene precautions.

**Equipment/Material Handled:**

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

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. 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 complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

**Terms of Employment:**

Salary and work year to be established by the Board.