

# CLARK COUNTY SCHOOL DISTRICT

## Human Resources Unit

### **ASSISTANT PRINCIPAL - ELEMENTARY SCHOOL**

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Reference Code: A052

Division: Instruction Unit

Classification: Licensed Administrator

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 11 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position functions to provide assistance to the principal with all school activities and assigned responsibilities and to assume complete charge in the absence of the principal. Under the supervision of the principal, this position supervises instruction and itinerant personnel, supervises staff and pupil activities, and serves in a leadership role in parent and community affairs. This position is directly responsible to the school principal.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists the Principal in providing leadership, supervision, and evaluation of the instructional program for the school.
2. Assists the Principal in providing and/or facilitate training of staff with regard to the most effective practices which lead to higher student achievement regardless of race, ethnicity, socioeconomic status, or prior academic achievement.
3. Assists the Principal in developing strategies to achieve the Superintendent's and the Clark County School District Board of Trustees' goals, as appropriate by grade level, as follows:
  - a. Increase Grade 3 proficiency rates in reading;
  - b. Reduce the overall achievement gap percentage points in elementary and middle school between the highest-performing subgroup and ethnic/racial subgroups;
  - c. Increase the percentage of students graduating each year;
  - d. Increase the percentage of parents reporting that they have been informed regarding their child's progress and feel welcome at school;
  - e. Increase the number of students who feel safe and happy at school;
  - f. Increase the number of students completing Advanced Placement and Career and Technical Education courses each year.
4. Analyzes and interprets school-level data; works with staff to develop School Improvement Plans that contain strategies to improve student learning.
5. Interprets and implements Board policies and administrative regulations.
6. Leads diverse staff, student body, and the community in development and implementation of building-level goals focused on the improvement of student learning.
7. Leads staff in development and implementation of District and building-level goals relating to cultural competency and student learning.
8. Assists the Principal in setting building-level priorities in the context of community and District priorities and student/staff needs.
9. Assists the Principal in establishing a school climate which promotes equal opportunities for all students, through good conduct, and positive attitudes and values; accepts responsibility for the attendance, conduct, health, and safety of students.
10. Assists the Principal in the screening, selection, orientation, training, assignment, and reassignment of culturally competent and diverse school staff.
11. Supervises and evaluates the performance of all assigned personnel and engages staff in the development of professional growth activities designed to support individual school/District goals and programs in order to improve student learning.
12. Assists the Principal in the development, ongoing improvement, and implementation of the District and school curricular program.

13. Assists the Principal in establishing a set of culturally responsive standard operating procedures, practices, and routines.
14. Oversees the school's extracurricular program.
15. Supervises the maintenance and operation of the building, grounds, and property assigned to the school.
16. Assists the Principal in planning and developing the school's budget with input from staff; allocates and adjusts fiscal and material resources; assures timely completion of reports, and record maintenance for all school programs.
17. Provides for effective staff communication; collaborates and resolves conflicts with others.
18. Works cooperatively with other administrators; advises Assistant Chief Student Achievement Officers and other appropriate District administrators of progress, problems, and other information regarding the school's program.

#### POSITION EXPECTATIONS:

1. Demonstrated success in philosophy, curriculum, and instruction at the position's grade level, including an understanding of a culturally responsive instructional process and a variety of instructional techniques, as well as a commitment to the improvement of instructional programs.
2. Demonstrated success in leading the improvement of student learning, as evidenced by the improvement of school-based and/or District-based data points.
3. Demonstrated successful and culturally responsive leadership experiences in staff leadership, supervision, and evaluation, and demonstrated ability to work effectively with teachers to improve instruction.
4. Demonstrated ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, gender identity or expression, age, disability, national origin, or religious belief, with an active commitment to equal opportunity for all students and staff.
5. Demonstrated ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
6. Possess a sense of vision and projects that sense; involves others in accomplishing goals and solving problems and interacts with diverse groups successfully.
7. Demonstrated understanding of the change process and its relationship to current trends in education at the position's grade level.
8. Demonstrated effectiveness in planning, scheduling, and allocating resources, reaching logical conclusions and making high-quality decisions using appropriate decision-making processes, and accepting responsibility for actions and consequences.
9. Demonstrated effectiveness in using computer technologies to enhance instruction and to manage building functions.
10. Demonstrated success in exercising good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employees, students, and patrons.
11. Demonstrated commitment and ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self and one's school.
12. Demonstrated ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
13. Demonstrated success incorporating culturally competent strategies and utilizing culturally responsive communication and engagement strategies with all members of the school community.
14. Demonstrated effectiveness representing the school in the community through business partnerships and activities.

#### POSITION REQUIREMENTS:

##### Education and Training:

An earned master's degree from a regionally accredited college or university.

##### Licenses and Certifications:

Hold or be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement.

Experience:

1. Successful completion of the Clark County School District's Leadership Preparatory Academy or at least one (1) year of successful experience as an administrator in an accredited K-12 public or private setting. (Site-based administrative experience is strongly preferred.)
2. Have previously demonstrated three (3) years of successful licensed teaching experience in an accredited K-12 public or private school. (Five (5) years of successful licensed teaching experience in an accredited K-12 public or private school is strongly preferred).
3. Strong preference will be given to those candidates who can share various types of specific school or District data that have improved as a direct result of their leadership.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**An Affirmative Action/Equal Opportunity Employer**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.