

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

ASSISTANT PRINCIPAL – SECONDARY SCHOOL

Reference Code: A066

Division: Instruction Unit

Classification: Licensed Administrator

Terms of Employment: Range 41 of the Unified Administrative Salary Schedule, 11 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to provide assistance to the principal on all assigned activities of the school site and to assume complete charge in the absence of the principal. Under the supervision of the principal, supervise instruction in assigned subjects; supervise selected extracurricular activities; provide individual assistance to students with academic or behavioral problems; and perform related work, as required. 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. Assist the Principal in providing leadership, supervision, and evaluation of the instructional program for the school.
2. Assist the Principal in providing and/or facilitating 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. Analyze and interpret school-level data; work with the administrative staff to develop School Improvement Plans that contain strategies to improve student learning.
4. Interpret and implement Board policies and administrative regulations.
5. Assist the Principal in leading a diverse staff, student body, and the community in development and implementation of building-level goals focused on the improvement of student learning.
6. Assist the Principal in leading staff in the development and implementation of District and building-level goals relating to cultural competency and student learning.
7. Assist the Principal in establishing a school climate which promotes equal opportunities for all students, good conduct, and positive attitudes and values, and accept responsibility for the attendance, conduct, health, and safety of students.
8. Assist the Principal in supervising and evaluating the performance of all assigned personnel and engage staff in the development of professional growth activities designed to support individual school/District goals and programs in order to improve student learning.
9. Assist the Principal in the development, ongoing improvement, and implementation of the District and school curricular program.
10. Assist the Principal in overseeing the school's extracurricular program.
11. Assist the Principal in supervising the maintenance and operation of the building, grounds, and property assigned to the building.
12. Provide for effective staff communication; collaborate and resolve conflicts with others.
13. Assist the Principal in working cooperatively with other administrators; advise academic managers 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, 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. Possesses 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 an accredited college or university.

Licenses and Certifications:

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

Experience:

1. Have previously demonstrated at least two (2) years of successful licensed administrative experience. (Building-level experience is strongly preferred).
2. 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, age, disability, or national origin.

