

Parker Performing Arts School
Assistant Principal
Job Description

Summary:

All employees of Parker Performing Arts School will work together to achieve our school's vision and mission. In addition to the duties and responsibilities listed below, we seek an Assistant Principal who can provide supervision, discipline, and monitoring of students. The Assistant Principal, under the direction of the Principal will implement and enforce school policies, administrative rules and regulations. In the absence of the Principal, the Assistant Principal shall assume the duties and responsibilities of the Principal. The Assistant Principal will be collaborative with colleagues, passionate about technology in the classroom, performing arts instruction and is willing to work above and beyond their job description in order to ensure success for teachers and students.

Duties and Responsibilities:

- Serves as an Educational Leader for Parker Performing Arts School.
- Possess thorough knowledge of Colorado and Common Core Standards.
- Provide evaluation, professional feedback and coaching for assigned staff.
- Work with the principal and leadership team to create and implement a school wide professional development plan.
- Works with administration and lead teachers as part of the Instructional Leadership Team
- Works with and assists principal and administrative staff with the collection, analysis, and application of assessment data.
- Ensures the application of various data through Professional Learning Communities.
- Follows and administers policies established by the PPA Board of Directors and school Principal.
- Works with and assists faculty in the development of effective classroom instruction, discipline, and organization.
- Maintains an effective and safe school environment.
- Assists in the development and administration of policies dealing with discipline, conduct, and attendance.
- Enforces guidelines to maintain proper discipline and conduct.
- Communicates relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents.
- Assists building Principal with standard response drills on a regular basis and is able to implement emergency evacuations and lock-downs effectively.
- Prepares required reports and paperwork such as discipline reports, suspension reports, expulsion paperwork, discrimination complaints, injury reports, parent communications, and other paperwork as assigned.
- Provides leadership and supervision for particular tasks such as READ Act, ELD, GT, special education, assessment, induction, and 504 compliance.
- Works with the Building Principal in the preparation of appropriate handbooks.
- Assists in the selection and mentoring of staff.
- Performs other duties as assigned by the Principal

Required Qualifications:

- Bachelor's degree in Education or related field
- A minimum of five (5) years of instructional/classroom experience as an educator
- Administrative or leadership experience in an educational environment
- Effective communication, organizational, and delegation skills
- Demonstrated knowledge of State Content Standards
- Successful experience with staff and student supervision
- Strong written and verbal communication skills

Preferred Qualifications:

- Administrator/Principal license or the ability to obtain a Colorado Principal license
- Experienced instructional leader.
- Experienced instructional coach
- Passion for the arts in education.
- Experience in creating an organization and maintaining sustainability.
- Experience in and appreciation for choice schools.