



## Job Description

**Job Title:** Assistant Principal

**Salary:** \$82,581-\$114,185. Based on years of experience

Benefits offered include medical, dental, vision, life insurance, voluntary short-term disability, CO Pera Retirement, Jeffco Empower Retirement, Paid Time Off, and a Family Wellness Benefit

**FLSA Status:** Exempt

**Work Year:** 205 days

**Location:** Elementary Campus

**Reports to:** Elementary Principal

### Summary

The Elementary Assistant Principal is responsible for assisting administration with student supervision/discipline, operations, school wide accountability, and teacher observations, performance coaching and formal evaluations.

### Essential Duties and Responsibilities

- Promotes a safe school environment and positive school culture; coordinates social/emotional support with administration and school counselor.
- Serves as the instructional leader for teachers in the assigned grades/classrooms.
- Implements and monitors school-wide behavioral expectations and policies for students and staff
- Oversees and enforces grade appropriate student disciplinary policy and practices.
- In cooperation with staff, investigates behavior and safety incidents, documents findings, contacts appropriate individuals (including authorities if warranted) and follows legal requirements and regulations.
- Provides supervision by monitoring/implementing school-wide safety and emergency protocols. Addresses safety and welfare issues by holding or coordinating meetings and communicating with parents and staff.
- Supports classroom management by implementing observation/feedback cycles, reviewing student/teacher interactions, providing suggestions, and assisting with/overseeing behavior plans, as needed.
- Evaluates employee performance and resolves issues in a timely fashion.
- Observes classrooms and evaluates staff using school approved observation form (for informal and formal evaluations) and key performance indicators for summative evaluations.
- Collaborates with faculty on performance objectives.
- Examines student data to help determine programming needs.
- Monitors student attendance trends including overseeing truancy interventions.
- Supports Unified Improvement Plan (UIP) and Accountability Committee objectives.
- Creates partnerships with parents, staff, and the community to support UIP goals.
- Attends selected special education staffing and IEP meetings.
- Leads and monitors the 504 process for appropriate grade levels
- Ensures reports are submitted in a timely fashion and the school remain compliant in areas such as 504s, IEPs, ELL, District Level Threat Assessments, and other district level reports etc .
- Supports the Facility Manager and custodians in the use of JA facilities for K-12 and outside athletics and special events.
- Leads and/or oversees school based initiatives for the assigned grades/classrooms
- Acts as the primary point of contact for teachers and parents in the assigned
- Assists leadership with budget development and oversight when needed
- Attends evening events and presentations in collaboration with the administrative team
- Develops and leads PD either individually or in collaboration with the administrative team
- Supports a school culture that is open, friendly and supportive of student, staff and families
- Develops an understanding of and leads conversations that align practice with the school's Mission/Vision, Core Values and Guiding Principles of Academic Rigor. Actively supports K-12 cross campus events and activities
- Performs other duties as assigned.

**Education and Experience**

- Master's Degree in Education/Educational Administration is preferred
- Five or more years of elementary teaching experience is preferred. The ideal candidate would have 1-2 years of experience in school administration and/or instructional coaching.
- Prior experience with Core Knowledge is preferred.

**Certificates, Licenses, Registrations**

Current Colorado-certified principal license is required.

**Skills, Knowledge, and Equipment**

Strong leadership qualities including conflict resolution, leading by example, active listening, problem-solving, prioritization. Well developed interpersonal skills. Communication and presentation skills. Demonstrated leadership and organization skills. Core knowledge experience or willingness to attend core knowledge training.

**Decision Making**

Requires the ability to develop alternatives and make decisions in crises situations; utilize collaborative decision making skills; and apply good judgement to ensure student safety and carry out student discipline. Errors could lead to legal ramifications and compromise student safety and the learning environment, resulting in substantial embarrassment or cost to the school.

**Supervisory Responsibilities**

Directly supervises assigned staff members. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Community Relations**

Daily contact with parents and students to exchange information and resolve issues. Regular, on-going contact with the Executive Director, vendors, and government entities to exchange information. Regular contact with higher education, partnerships, and businesses to exchange information, develop and maintain programs, maintain relationships, and foster program participation.

**Complexity of Work**

Requires analytical skills, independent thinking, considerable judgement, and the ability to assess crises and make sound decisions quickly with little time or input from others. Must manage personnel, curriculum, student success, and discipline, and the building and school grounds. Must have a strong understanding of the JA culture and policies and be able to quickly analyze the impact of decisions on the student, school, district, and community.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk or hear, and taste or smell. The employee frequently is required to use hands to handle, or feel. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment described here represents what an employee encounters while performing the essential functions of this job. The hours may be long when specific needs arise, thus some extended schedules will be required. This is a position that must attend the needs of staff, administrators, Jefferson Academy Board of Directors, and parents. Work may consist of ten plus hour days with weekend work required from time to time. Adaptability to change is essential. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment varies from quiet to loud.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.