



**David Douglas School District #40  
Licensed Job Description  
Administrator**

**JOB TITLE:** Assistant Principal – Alternative High School

**Job Purpose Statement/s:** The Assistant Principal supports the Alternative High School Principal in establishing an instructional vision and a focused plan for improving student achievement, monitoring and supervising instruction, creating a community of continuous learning for all staff and students, and fostering a culture of high expectations for all students.

**Essential Job Functions:**

- **Establish** and **maintain** an effective culturally competent learning climate in the school.
- **Assist** the alternative high school principal in interviewing, selecting, and orienting new staff.
- **Provide** leadership in the development of the instructional program, based upon current research on effective alternative high schools.
- **Evaluate** and **revise** curricular and instructional programs in cooperation with building staff and appropriate district administrators.
- **Communicate** with staff to assure instructional programs meet student needs and district requirements.
- **Enforce** a uniform discipline policy and develop a set of practices for student behavior that results in positive student behavior.
- **Facilitate** conflict resolution meetings as needed.
- **Ensure** student academic success, schedule student classes, and track student graduation requirements.
- **Relate** to students with respect while carrying out a positive and effective discipline policy.
- **Interpret** and **implement** board policies, administrative regulations, and negotiated agreements.
- **Promote** a positive, caring climate for learning; deal sensitively and fairly with persons from diverse cultural backgrounds; and communicate effectively with students, staff and families for the purpose of evaluating situations, solving problems, and/or resolving conflicts.
- **Participate** in professional growth to improve skills related to current and future job assignment.
- **Assist** in evaluating both classified and licensed staff according to procedures and timelines outlined by the district.
- **Assist** in the administration of the alternative high school financial budget and make decisions for its use.
- **Assist** in the development of school plans and organizational procedures for the health, safety, discipline, and conduct of students as established by district policies and procedures.
- **Participate** in the supervision of student activities both during and beyond the school day.
- **Develop** and **support** a community relations program that promotes community awareness and encourages parent and community participation in the school's program(s).
- **Other duties as assigned by the alternative high school principal and superintendent.**

## **Administrator– Assistant Principal-Alternative High School – Page 2**

### **Other Job Functions:**

- **Confer** with district office representatives to determine building needs specific to programs.
- **Cooperate** with high school administrative team and district administrators.

### **Job Requirements-Qualifications:**

**Experience Required:** Five years experience as a building teacher and/or administrator at this specific grade level.

### **Skills, Knowledge and/or Abilities Required:**

*Skills* to facilitate goal-setting for instructional improvement. Skill in the development and implementation of programs to assist employees in successfully reaching personal and professional goals. Demonstrated effective, interpersonal relationship skills in working with students, parents, teachers, support staff and administrators, as well as business and community groups. Excellent written and verbal communication skills including effective facilitation of meetings. Exhibit high level of personal and professional integrity and ethics.

*Knowledge* of current research and best practices being used in alternative high schools, and skill in discussing problems of mutual interest with others in the field of school improvement and in performance-based educational programs.

*Abilities* to serve as a leader-coach of alternative high school staff and to develop collaborative consensus building in groups. Abilities to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain accurate records, establish and maintain cooperative working relationships with students, parents, other school personnel; meet schedules and deadlines. Prompt and regular attendance. Significant physical abilities include standing and walking for long periods of time, lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/visual accommodation.

**Educations/Licenses Required:** Master's Degree. Eligible for appropriate administrative license; valid driver's license and evidence of insurability, and Criminal Justice fingerprint clearance.

Multi-Cultural preferred. Bi-Lingual preferred

**Terms of Employment:** 260 days per year. Salary to be established by the Board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

**Administrator– Assistant Principal-Alternative High School – Page 3**

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.