



**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Administration**  
**Assistant Principal – High School**

**Vision:** David Douglas provides meaningful, equitable opportunities for all to grow and thrive within supportive communities of learners.

**Mission:** Our mission at David Douglas is to provide meaningful, equitable, and highly effective instruction so each student grows and thrives socially, emotionally, and academically. Through supportive communities of learners, David Douglas staff will foster the whole child to be a force for positive change in the global society.

**JOB TITLE:** Assistant Principal - High School

**Job Purpose Statement/s:** The Assistant Principal supports the 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.
- **Observe** employee performance, record observations, serve as evaluator for designated employee evaluation systems; and assist the principal in interviewing, selecting, and orienting new staff.
- **Provide** leadership in the development of the instructional program, based upon current research on effective secondary schools.
- **Evaluate** and **revise** curricular and instructional programs in cooperation with division chairs and appropriate district administrators.
- **Demonstrate** knowledge and application of equitable practices. Apply a lens of equity while developing practices and procedures.
- **Positively** impact educational experiences to celebrate diversity and culture.
- **Develop** school plans and organizational procedures for the health, safety, discipline, and conduct of students as established by district policies and procedures.
- **Communicate** with staff to assure instructional programs meet student needs and district requirements.
- **Enforce** a uniform discipline policy and provide a set of practices for student behavior that result in positive student behavior.
- **Interpret** and **implement** board policies, administrative regulations, and negotiated agreements.
- **Promote** a positive, caring climate for learning with persons from diverse cultural backgrounds; and communicate effectively with students, staff and parents.
- **Participate** in professional growth to improve skills related to current and future job assignments.
- **Assist** in supervising all support services, including custodial, maintenance and security.
- **Assist** in the administration of the high school financial budget including grants and make decisions for its use.
- **Participate** in the supervision of student activities both during and beyond the school day.
-

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

- **Develop** and **support** a community relations program that promotes community awareness and encourages parent and community participation in the school's program(s).
- **Relationship: Ability to engage ALL students, staff, and families in a meaningful way**
- **Other duties as assigned by the high school principal and superintendent**

### **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. Skills 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 secondary 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 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.

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

**Terms of Employment:** 262 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.

**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.