

**TITLE:** ASSOCIATE PRINCIPAL

**QUALIFICATIONS (Education & Experience):**

1. Master's Degree in Education
2. Current Arizona Principal's Certification
3. Previous experience as a Principal preferred,
4. Three years of experience as a Classroom teacher
5. Must have a valid Arizona Driver's License.
6. Must have an Arizona Department of Public Safety's Fingerprint Clearance card.
7. Comparable education and experience deemed appropriate by the San Carlos Unified School Board.

**REPORTS TO:** Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise conduct within the school and oversee all disciplinary procedures, maintain records of any disciplinary actions.
2. Assist the Principal in the general administration of the school.
3. Assist in the preparation of teacher handbooks.
4. Works with the Principal on the preparation of the student handbook.
5. Assist in preparation of school policies.
6. Assist the Principal in classroom observation of staff for evaluation purposes, visiting a minimum of two classrooms a day for a minimum of 30 minutes each.
7. Facilitator for workshops, assisting in support systems for in services, monitoring teacher committees and special events.
8. Serve on Health Committee and Child Protective Team, be the linkage between community and school. Serve as contact person for Indian Health Service.
9. Assist in supervision of staff on duty assignments before school, lunch time and bus duties.
10. Attend all administrative team meetings.
11. Assist with supervision of extracurricular activities.
12. Performs other duties as assigned or as necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BUT ARE NOT LIMITED TO:**

1. Demonstrating leadership theories and practices.
2. Demonstrating skills for school budget preparation.
3. Supervising and evaluating staff.
4. Developing and monitoring curriculum guidelines.
5. Making group presentations.
6. Enforcing student management procedures.
7. Implementing crisis management procedures
8. Demonstrating effective oral and written community skills.

**TERMS OF EMPLOYMENT:** This is a 12 month position. Salary is established by the Governing Board.

**JOB/EVALUATION SUMMARY:**

The Associate Principal will be placed under the San Carlos Secondary School to assist in leading the school. He/she will be an educational leader of the school. His/her mission will be to assist (1) in transforming the school to a Performing school and (2) develop an infrastructure in order to ensure sustainability at a Performing level; (3) Progress of student achievement will be a substantial component of the evaluation.