

## WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 - POSITION DESCRIPTION

**TITLE: ASSISTANT PRINCIPAL/DEAN OF STUDENTS**

**EMPLOYEE CLASSIFICATION:** Exempt, Certified

**MINIMUM QUALIFICATIONS:**

- Qualified Arizona administrative license
- Valid Master's Degree from a regionally accredited college or university
- Valid Arizona teaching certificate
- At least three (3) years teaching experience

**OVERVIEW OF JOB DESCRIPTION:** To provide instructional leadership and administrative supervision to faculty and staff at the assigned site to enhance the educational opportunities and provide for the maximum development of the students.

**PERFORMANCE RESPONSIBILITIES:**

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Meets or exceeds the Arizona Professional Administrative Standards.
3. Implements Board Policy as delegated by the Principal.
4. Provides leadership in curriculum development and implementation.
5. Evaluates assigned unit personnel as directed.
6. Provides personnel with a methodical follow up in areas of evaluation in which need for improvement is noted.
7. Supervises compliance required in relation to school attendance codes.
8. Assigns and orients staff to building procedures.
9. Conducts inventories and maintains records of equipment and accounts for school district properties assigned to the school.
10. Provides an atmosphere, which promotes communication among faculty, staff, students, parents, and community, and also promotes a mutual understanding of concerns and opinions of each group.
11. Participates in seminars, workshops and professional conferences for professional growth.
12. Supervises school activities as assigned.
13. Performs other job related duties as assigned.

**REPORTS TO:** Principal

**TERMS OF EMPLOYMENT:** Work year to be established by the Board. Dean of Students will work 10 months/year; Assistant Principal will work 12 months/year. Salary is determined by individual training and experience level on approved salary schedule.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodations(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.