



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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|------------------------|----------------------------------|--------------------------|--|
| <b>Position Title:</b> | Assistant Principal- High School | <b>Location:</b>         | High School  |
| <b>Reports To:</b>     | Principal                        | <b>Supervises:</b>       | None   |
| <b>Classification:</b> | Certified                        | <b>Status:</b>           | Full-time  |
| <b>FLSA Status:</b>    | Exempt                           | <b>Benefit Eligible:</b> | Yes  |
| <b>Work Year:</b>      | 12 months                        | <b>Salary:</b>           | see <a href="http://lhusd.org">lhusd.org</a> website |

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### Qualifications

- Appropriate Administrator's Certificate as required by the State of Arizona
- IVP fingerprint clearance card through AZ Department of Public Safety

### Function

- The assistant principal shall assist the principal in the supervision of all personnel assigned to the school and his/her area of administration and supervision.
- To assist the principal as the instructional and administrative leader of the high school.
- To assist the principal in the direction of the instructional program, discipline program, operation of the school plant, and coordination of staff and pupil activities.

### Responsibilities and Requirements

#### CURRICULUM AND INSTRUCTION

- Responsible for the decisive leadership in the improvement of the total educational program within the school community.
- Responsible for visiting classrooms, conferring with teachers, giving leadership in curriculum improvement, and assisting the selection and use of instructional materials.
- Responsible for assisting cooperatively in the implementation of the total school curriculum.
- Responsible for evaluating instructional techniques of the teaching staff.
- Responsible for assisting in the school co-curricular programs and all activities and programs that are outgrowths of the school curriculum.

#### STAFF PERSONNEL

- Responsible for assisting planning programs, schedules, and assignment of staff duties.
- Responsible for assisting in the major responsibilities of screening, hiring, assigning, evaluating, and dismissing the school staff.
- Responsible for providing cooperative assistance in fostering interpersonal relationships within the school.
- Responsible for supervising and coordinating activities of food service, attendance office, bookstore and nurse's office.
- Responsible for supervising the staff that produces student pictures, yearbook, and newspaper.

#### PUPIL PERSONNEL

- Responsible for implementing Board policies and administrative regulations that provide educational conditions under which student and teacher may work to their best advantage.
- Responsible for implementing established guidelines for student conduct.
- Responsible for monitoring student academic progress.
- Responsible for recording and maintaining accurate student records as required by federal, state, and local statutes and Governing Board policies.
- Responsible for coordinating athletic, non-athletic, co-curricular, and extracurricular transportation needs.
- Responsible for coordinating the weekly calendar and disseminating information to students and staff.
- Responsible to organize, implement and oversee a fair, consistent system of student discipline.



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### **FINANCE AND BUSINESS MANAGEMENT**

- Responsible for recording and maintaining accurate records as required by federal, state, and local statutes and Governing Board policies.
- Responsible for assisting the school's total needs in planning the budget, requisitioning equipment and supplies within the funds allocated.
- Responsible for assisting the principal in the control, supervision, and approval of all student activity budgets and fund expenditures.
- Responsible for assisting in the supervision of financial record keeping of the bookstore, student and other ancillary accounts.

### **SCHOOL BUILDINGS AND EQUIPMENT**

- Responsible for supervision of the maintenance of the school buildings, grounds, and equipment.

### **SCHOOL COMMUNITY RELATIONS**

- Responsible for recognizing accomplishments and achievements of students and staff.
- Responsible for maintaining cooperative liaison with the middle and elementary schools within the school district.
- Responsible for interpretation of the school's program to the community and enlisting the participation of the community in school activities.
- Responsible for working actively with P.A.C., Athletic Boosters, Band Boosters and other community groups dedicated to the overall improvement of the educational system.

### **PROFESSIONAL GROWTH**

- Responsible to keep abreast of changes and developments in the profession by attending professional meetings, District Staff Development programs, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- Responsible for own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state and national meetings, through enrollment and participation in advanced courses.

### **SUPPORTING SERVICES**

- Responsible for assisting in the implementation of support services to meet the needs of students and staff.
- Responsible for assisting cooperatively with school district functions, programs, and committees.
- Responsible to assist in seeking and maintaining accreditation of the school by the North Central Association.
- Responsible to assure conformity of the school to all Arizona Interscholastic Association Rules and Regulations.
- Responsible to work with government and other agencies that have children as their major concern.

### **ADMINISTRATIVE TEAM**

- Responsible to assist in the development, implementation, and interpretation of policies, regulation and procedures.
- Responsible for participating in the decision-making process, in addition to supporting and implementing decisions and directives of the Superintendent of Schools.



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### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.