

## SECONDARY SCHOOL (GRADES 7-12) ASSISTANT PRINCIPAL

The **Assistant Principal** is responsible for providing leadership and supervision for all stakeholders in the Secondary School as they support students in achieving their academic and social/emotional goals. The Assistant Principal serves as Principal in the absence of the Principal.

### Examples of Work:

- Provides support for the Secondary Principal's vision for the school
- Assumes responsibility for the school in the absence of the Principal
- Organizes and delegates to accomplish goals, under the direction of the Secondary Principal
- Supports Horizon Honors School's Mission Statement and Goals as part of the Horizon Honors Secondary School Leadership Team
- Becomes an integral part of the Principal's Team, Secondary Leadership Team, and the K-12 School Leadership Team, attending and participating in all assigned responsibilities, meetings, and activities
- Works strategically with the Principal's Team and Secondary Leadership Team to effectively implement the school goals
- Engages in continuous process improvement through reflection of current practices to enhance the school
- Represents Horizon Honors at community events and conferences
- Assumes responsibility for assisting in the general supervision of all school activities (before, during, and after school hours) involving students, teachers, and other school personnel under the direction of the Secondary School Principal
- Serves on the school safety committee and creates and oversees staff duty schedules
- Coordinates annual student ID pictures and lanyard distribution
- Assists in establishing and maintaining an effective learning climate in the school through the problem-solving process
- Maintains high standards of student conduct and enforces discipline according to the Code of Conduct and the due process rights of students
- Maintains school records including student discipline
- Communicates effectively and in a timely manner to parents, staff, and students and facilitates parent, staff, or student meetings as needed

- Organizes daily classroom staffing needs through the services of substitutes or other staff
- Supervises school personnel for the purpose of monitoring performance, providing for professional growth, and achieving overall objectives of the school's curriculum
- Demonstrates instructional leadership to enhance school effectiveness by improving instruction and augmenting student performance, focusing on the areas of classroom management
- Reviews all course syllabi for consistency, accuracy, and compliance with school policies
- Collects and stores all final examinations for all courses
- Serves as Lead Advisor to the High School Student Council as a whole and directly to the Executive Board of the Council supported by the grade level advisors.
- Supervises all Secondary Club operations.
- With the support of the Principal's Team, annually recruits, selects, and trains the student orientation guides
- Performs weekly classroom walkthroughs giving teacher feedback and coaching on established goals
- Evaluates teacher performance following the Horizon Honors Teacher Performance Evaluation Rubric
- Participates in training and becomes certified as a Horizon Honors Evaluator, recertifying as required
- Serves as liaison in coordinating Student Teachers and College Interns with university personnel and Horizon Honors faculty
- Coordinates initial Secondary School Human Resource responsibilities including screening interviews and reference checks
- Facilitates the orientation and support of new Horizon Honors Secondary School teachers
- Coordinates furniture/equipment needs for all secondary classroom
- As a part of the Principal's Team, supports the enrollment process for new students and families
- Performs additional reasonable job-related responsibilities assigned by the Secondary Principal.

#### **Examples of Knowledge, Skills, and Abilities:**

- Knowledge of Board Policies, Administrative Regulations and Procedures
- Knowledge of state and national standards for learning and the ability to communicate them to other
- Knowledge of best practices for classroom and behavior management
- Knowledge of personnel skills in selection, orientation, supervision, and professional development

- Knowledge of curriculum, instructional techniques, student learning styles, student assessment criteria, school personnel performance, evaluation skills, and trending student/family issues
- Ability to attend activities, meetings, and/or events before or after the minimum day expectations of 7:45 AM - 4:30 PM
- Ability to communicate with diverse groups; maintain confidentiality; set priorities; work as part of a team; work with frequent interruptions; and adapt to changing work priorities
- Skills in counseling and advising parents, students, and staff
- Skills in solving problems and resolving conflicts
- Skills of collaborative decision-making involving all stakeholders
- Skills necessary to lead faculty and staff with courtesy and mutual respect, coach and motivate employees, and build consensus as a means of management
- Demonstrates instructional leadership to enhance school effectiveness by improving instruction and increasing student achievement
- Accepts authority and assumes responsibility; analyzes negative and positive forces affecting the school; takes immediate steps when problems arise, focuses resources on strategic goals; uses problem-solving strategies; exhibits a positive attitude; encourages and facilitates meaningful and effective parent-teacher communication; and commands respect by example in appearance, manners, behavior, and language.
- Manifests values about the school including students' welfare, fairness to staff, effective communication with parents, and demonstrates behavior consistent with the school's values

#### **Experience and Educational Qualifications:**

- Five years of teaching experience and the combination of education and experience sufficient to successfully perform the essential duties of an Assistant Principal
- Arizona Principal or Teaching Certification or a current out-of-state Principal or Teaching certification with the commitment to obtain an Arizona certification within one year
- A Masters degree in Education Administration, Curriculum and Instruction, Education or a closely related field is preferred

#### **Physical Demands:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of Assistant Principal.

Reasonable accommodations can be made to enable people with disabilities to perform the essential functions of this job.

While performing the responsibilities of this job, the employee is required to talk, hear, and touch. The employee is often required to stoop, sit at a computer desk, reach with

arms and hands, and use their hands and fingers to stroke keyboards. Occasionally, lifting and pushing for medium work is required. Vision abilities required.

**Work Environment Conditions:**

While performing the responsibilities of this job, these work environment characteristics are representative of the environment at Horizon Community Learning Center. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of this job. The employee is subject to both inside and outside conditions. The noise level in the environment is quiet to loud.

**Supervisor:**

Horizon Honors Secondary School Principal