Frenchtown School District **1.0 FTE**

JOB DESCRIPTION

ASSISTANT PRINCIPAL/CURRICULUM COORDINATOR (GRADES 9-12)

QUALIFICATIONS:

1. Valid Montana certification and endorsements.
2. Montana Administrative certification for grades 9-12
3. Demonstrated ability to work with teachers and other school staff.
4. Ability to work well with students, parents, and staff.
5. Empathic approach to dealing with a wide variety of educational situations and personnel related issues.
6. Other qualities as deemed appropriate.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the evaluation of teachers and classified staff.
2. Building leadership with teachers.
3. Coordinate and guide the ongoing review, development, implementation and evaluation processes of curriculum and instruction.
4. Provide leadership in the study, evaluation and interpretation of current trends in curriculum.
5. Supervise the completion of state and local assessments.
6. Assist in planning professional development activities for staff.
7. Assist in student discipline as it relates to school, activities, and bus behavior.
8. Serve as member of High School Principal's administrative team.
9. Administers 9-12 curriculum development, including curricular alignment, assessment, professional development and materials acquisition.
10. Assists and coordinates committee selection of instructional materials by engaging the direct involvement of principals and teacher.
11. Title IX Coordinator.
12. Creates and edits for publication, all curriculum guides and updates website resources.
13. Serve as resource for grant preparation, management and evaluation.
14. To serve as building administrator during times when the High School Principal is absent.
15. To serve as assistant building administrator during times when the Middle School Principal is absent.
16. Attend School Board meetings
17. Be present, visible, and assist with Student Activities.
18. Acting principal for the Frenchtown Academy for Career Education (FACE).
19. K-12 Substitute teacher interviews/procurement.
20. K-12 Safety Director.
21. ELL Coordinator.
22. Administrative Representative on the Labor Relations Committee.
23. Classified staff supervision (secretaries, custodians, paraprofessionals).
24. Network with neighboring districts and professional organizations.
25. Other duties as assigned.

IMMEDIATE SUPERVISOR: District Superintendent and High School Principal

TERMS OF EMPLOYMENT: Salary, benefits and other working conditions as agreed upon with the Frenchtown Public Schools Board of Trustees. 207-day contract, with ten days prior to beginning of teachers' contract and 10 days past the teachers' contract.

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for the safety, well-being, and supervision of students. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions, which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.