**Grants/Cibola County Schools**

JOB OPPORTUNITY

DISTRICT JOB CLASSIFICATION: Administration

JOB TITLE: Assistant Principal, Elementary

REVISION DATE: March 2022

BUSINESS/FINANCE INFORMATION:

Salary Schedule: Administrative

Position: Assistant Principal, Elementary

Work Days: 215 days (subject to district changes as needed)

Status: Exempt

Work Location: Various

IMMEDIATE SUPERVISION: Assistant Principal reports directly to Principal.

QUALIFICATIONS: To perform this job successfully, the qualified candidate must be able to perform

each performance responsibility and its associated duty satisfactorily. The qualification requirements listed

are representative of the knowledge, skills, and/or abilities required.

● Master’s degree in administration from an accredited college or university.

● Valid New Mexico Administrator’s License.

● Demonstrates ability to build and articulate a vision with staff, students, parents and

community.

● Demonstrates ability as a change agent, understands and supports stakeholders in the

change process.

● Able to demonstrate understanding of technology’s application to school operations and

instruction.

● Able to demonstrate application proficiency in word processing, database, and

spreadsheet software.

● Demonstrates understanding of student management and instructional delivery systems.

● Embraces and encourages diversity.

● Demonstrates a willingness to seek professional development in administrative

leadership, management, and supervision.

● Experience in certified and classified appraisal systems in evaluation of personnel

performance.

POSITION GOAL: Responsible and accountable for leadership, management, and supervision of all

faculty, staff, students, student services, instructional and supplemental programs, facilities and support

services at a secondary school and its campus.

PERFORMANCE RESPONSIBILITIES: Incumbent must achieve the following outcomes and

perform the following duties with or without reasonable accommodation:

01. Stimulates, promotes, and oversees an environment where optimal student success and growth is

to take place.

02. Assists principal in the supervision, management, monitoring, and evaluation of the school’s

operations, staff, budgets, and programs.

03. Responsible and accountable for all of the school’s educational programs.

04. Assists Principal in supervising and ensuring the implementation of the state and local district’s

standards-based curriculum and benchmarks.

05. Pursues the self-actualization of character attributes for all students and staff and the maintenance

of student discipline in accordance with district policy and procedures.

06. Implements federal and state statutes and regulations, board policy and procedures in all personnel

regulations and procedures pertaining to site personnel.

07. Accepts responsibility for actions concerning the execution of assigned duties and responsibilities

and for actions beyond the scope of authority.

08. Assists principal in evaluating all staff as per district policy and procedures and provides personnel

employment recommendations to the superintendent via his/her designee.

09. Assists principal in implementing federal and state statutes and regulations, board policy and

procedures in all site budget and business/finance operations.

10. Assists principal in developing and implementing school master schedule and associative

sub-schedules in accordance with district focus areas, district and student needs, budgetary

limitations and state and local regulations and requirements.

11. Assists principal in being responsible for monitoring, supervising, and evaluation of all

school-related activities.

12. Complies with the state-approved Code of Ethics of the Education Profession.

13. Assists principal in upholding and enforcing rules, administrative directives and regulations,

school board policies, and local, state, and federal regulations.

14. Articulates and facilitates the implementation of the mission and strategic plan of the

Grants/Cibola County Schools.

15. Safeguards confidentiality of privileged information.

16. Assists principal in preparing and maintaining accurate and complete records and reports as

required by law, state directives, district policy and administrative regulations.

17. Utilizes available technology to meet administrative and educational objectives.

18. Utilizes data resources to gather, disaggregate, and share data with classroom teachers for effective

instruction under the Curriculum Framework.

19. Develops and promotes positive school/community relations.

20. Is responsible for the site safety and preventive maintenance operations in conjunction with the

district maintenance department.

21. Assists principal in the coordination and supervision, in conjunction with the district’s support

service departmental supervisors, the support services for the school and campus.

22. Assists principal in accountability for the orientation and professional development within district

guidelines for all school staff.

23. Ensures that student records and the release of student information comply with all board policies,

state, and federal statutes and regulations.

24. Ensures that all required/requested correspondence, reports, and documentation stipulated by

board policy, administrative directive and regulation and state and federal law meet the required

specifications and are submitted in a timely fashion.

25. Assists principal in supervising the site’s facilities according to board policy and district

regulations.

26. Assists principal in providing for and authorizing the dissemination of information from the school

to the public.

27. Maintains professional relationships and works cooperatively with employees, the community, and

other professionals.

28. Maintains professional competence through individual and staff training, in-service educational

activities and self-selected professional growth activities.

29. Attends and/or conducts staff meetings and participates on committees within the area of

responsibility.

30. Performs other tasks related to area of responsibilities as requested or assigned by an immediate

supervisor.

31. Able to perform essential job functions with or without accommodations.

OTHER:

● Employee shall remain free of alcohol and/or non-prescribed controlled substances in the

workplace throughout his/her employment in the district.

● Employees shall serve as a role model for students demonstrating how to conduct

themselves as citizens and as responsible, intelligent human beings.

● Employees shall help instill in students the belief in and practice of ethical principles and

democratic values.

PHYSICAL REQUIREMENTS: The physical requirements described here are representative of

those that must be met by an employee to successfully perform the responsibilities and duties of this job

with or without reasonable accommodation.

1. The employee must occasionally lift and move up to forty (40) pounds in supplies which requires

bending, stooping and lifting.

2. The employee must use hands and arms to manipulate objects.

3. The employee must use keyboards, tools, and other controls.

4. The employee must sit and stand for long periods of time.

5. The employee must be able to assume positions to work with students at desk height or floor level

frequently.

6. The employee must have normal vision and hearing with or without aid.

7. The employee must be able to move about assigned locations unaided during the day.

8. The employee must be able to visually monitor students for safety and instruction.

This position description indicates the general nature and level of work expected of qualified incumbents.

It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of a

qualified incumbent. This position description is designed to illustrate the minimum requirements of the

job. The performance appraisal for this position will evaluate the qualified incumbent’s ability to meet or

exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in

the Grants/Cibola County Schools are housed in the Human Resource Department and are updated

periodically. Copies are available on request. The district reserves the right to make changes in any and all

job descriptions as district needs require.

The information contained in this job description is for compliance with the American with Disabilities Act

(A.D.A) and is not an exhaustive list of duties performed for this position. Additional duties are performed

by the individuals currently holding this position and additional duties may be assigned.