

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

POSITION/TITLE: Assistant Principal/Activities Director

TERMS OF EMPLOYMENT: 11 Months
SALARY: As per District Salary Schedule
FLSA STATUS: Exempt
BENEFITS: Standard Package

QUALIFICATIONS:

1. A Master's Degree in education.
2. A valid Arizona Administrative Principal's Certificate issued by the Arizona Department of Education.
3. At least three (3) years experience in school administration preferred.
4. Bilingual or ESL or SEI Endorsement required.
5. Must have proven successful employment record.
6. Certified according to Arizona State of Department of Education Requirements.
7. BA or BS in Recreation/Sports /Activity.
8. Bilingual or ESL Endorsement required.

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

To provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

DUTIES AND RESPONSIBILITIES:

1. Assumes responsibility for coordinating and supervising certain areas of the curriculum as designated by the principal.
2. Assists in the development, revisions, and evaluation of the curriculum as requested by the principal.
3. Serves as principal in the absence of the principal.
4. Assists in the preparation of the teacher handbook,
5. Works with grade levels and faculty groups in compiling the annual budget requests.
6. Assumes responsibility for the school discipline program.
7. Assumes responsibility for facility use by the community.
8. Assists in the observations of certified staff.
9. Assists in the selection process of perspective employees.
10. Monitors the organization and functioning of school clubs and organizations.
11. Performs other duties as assigned.
12. Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic, for the district.
13. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
14. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
15. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
16. Hires officials, team physicians, and policemen as required, and assumes general responsibility for the proper supervision of home games.
17. Arranges transportation for athletic contest participants.
18. Arranges provision for meals for athletes and coaches when opponent is 60 miles or more from a district boundary line.
19. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
20. Verifies each athlete according to established physical and academic requirements of eligibility for participation in each sport.
21. Prepares and administers the athletic program budget.
22. Requisitions program supplies and equipment.

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- 23. Supervises all ticket sales and fund-raising events of the athletic program, and assumes responsibility for proper handling of funds.
- 24. Arranges all details of visiting team's needs, including lodging, meals, towels, gymnasium services, and field assistance.
- 25. Makes arrangements for non-school use of playing fields and facilities.
- 26. Arranges field and gym practice schedules.
- 27. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
- 28. Keeps records of the results of all junior and senior high school athletic contests and maintains a record file of all award winners, stating the date and type of award including athletic scholarships.
- 29. Directs an in school, extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
- 30. Plans and supervises recognition programs for school athletes.
- 31. Performs other duties as assigned.

REPORTS TO: **Principal**

EVALUATION: **Performance will be evaluated in accordance with the Board's Policy on Evaluation of Administrative Personnel.**

Employee's Signature: _____

Date: _____