

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

ASSISTANT PRINCIPAL - ELEMENTARY SCHOOL

Reference Code: A052

Division: Instruction Unit

Classification: Licensed Administrator

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 11 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to provide assistance to the principal with all school activities and assigned responsibilities and to assume complete charge in the absence of the principal. Under the supervision of the principal, this position supervises instruction and itinerant personnel, supervises staff and pupil activities, and serves in a leadership role in parent and community affairs. This position is directly responsible to the school principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assist in implementing the school's identified goals and the Clark County School District's goals.
2. Supervise and evaluate staff, curriculum, programs, and departments, as assigned.
3. Assist in the organization and implementation of activities to support the educational program.
4. Counsel with students, parents, and teachers when an individual student's academic and behavioral problems are involved.
5. Assist with workshops, faculty meetings, and other staff development programs.
6. Assist in supervising the preparation of school communications such as bulletins, handbooks, annuals, and newspapers.
7. Represent the principal, upon request, in interpreting the school's and District's programs to the community.
8. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations or agencies.
2. Ability to utilize and promote participatory management techniques.
3. Ability to assist with leading, directing, and supervising assigned staff, including sensitivity to what is appropriate in dealing with students, teachers, and the public.
4. Ability to assist with directing the management activities associated with the position of a school principal.
5. Ability to communicate clearly both orally and in writing.
6. Awareness of community needs and organizations and the relationship of these to the educational program.
7. Understanding and sensitivity to the needs of the various cultural and ethnic groups in the school community and to the needs of students and staff with handicapping conditions.

POSITION REQUIREMENTS:

Education and Training:

An earned master's degree from an accredited college or university.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Previously demonstrated at least three (3) years of successful licensed teaching experience and at least one (1) year as a contracted school-site administrator in an accredited K-12 public or private school.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.