

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**ASSISTANT PRINCIPAL – SECONDARY SCHOOL**

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Reference Code: A066

Division: Instruction Unit

Classification: Licensed Administrator

Terms of Employment: Range 41 of the Unified Administrative Salary Schedule, 11 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position functions to provide assistance to the principal on all assigned activities of the school site and to assume complete charge in the absence of the principal. Under the supervision of the principal, supervise instruction in assigned subjects; supervise selected extracurricular activities; provide individual assistance to students with academic or behavioral problems; and perform related work, as required. 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 identified goals of the Clark County School District and the school.
2. Supervise and evaluate staff, curriculum, programs, and departments, as assigned.
3. Represent the principal upon request in interpreting the District's educational program to the community.
4. Counsel with students, parents, and teachers when an individual student's academic and behavioral problems are involved.
5. Maintain effective relationships with representatives of law enforcement and social welfare agencies.
6. Supervise assigned aspects of the extracurricular program, including athletic and social activities, student government, assemblies, contests, etc.
7. Supervise certain school auxiliary services which may include safety programs, library services, audiovisual supplies, textbooks, and technology.
8. Assist in supervising the preparation of such school communications as parent newsletters, bulletins, handbooks, annuals, and newspapers.
9. Perform other duties related to the position, as assigned.

**POSITION EXPECTATIONS:**

1. Ability to direct the management activities associated with the position of assistant school principal.
2. Ability to communicate clearly both orally and in writing.
3. Ability to assist with the administration of a secondary school in conformity with Board of School Trustees policy and administrative regulations.
4. Ability to utilize and promote participatory management techniques.
5. Ability to work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations or agencies.
6. Capacity to lead, direct, and supervise assigned staff on a democratic basis, including sensitivity to what is appropriate in dealing with students, teachers, administrators, and the public.
7. Evidence of educational leadership at the secondary level, including ability to promote and provide opportunities for recognition, development, and leadership among students, staff, and colleagues.
8. 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.
9. Awareness of community needs and problems, personalities, and organizations and the relationship of these to the educational program.

**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:

1. Have 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.
2. Must, at minimum, have completed a one (1) calendar year period as a secondary dean of students or equivalent.

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.