

Flagstaff Academy

ASSISTANT PRINCIPAL

All employees and volunteers at Flagstaff Academy will work together to fulfill the Flagstaff Academy mission statement. The thoughts reflected in this description provide structure to the responsibilities and accountabilities for this position; however, Flagstaff Academy expects to employ professionals who will work beyond job descriptions, creating both a fulfilling career environment and very successful outcomes for our students.

RESPONSIBILITIES include the following. Other duties may be assigned.

I. Whole School:

- a. Assist in the planning, implementation, evaluation and remediation of the Flagstaff Academy curriculum program
- b. Collect and review lesson plans,
- c. Marketing – School Promotion
 - i. Assist in student orientation and registration oversight.
 - ii. Attend all grade level parent teas.
 - iii. Preside or Assist at enrollment clinics.
 - iv. Attend Website/Newsletter meeting with Dana Willett monthly.
 - v. Write article for MS Bulletin weekly.
 - vi. Write article for website newsletter monthly.
 - vii. Attend scheduled parent partner meetings.
 - viii. Establish and nurture the relationship between middle school staff and students and fifth graders to encourage student retention.
 - ix. Post all job openings on various websites.
 - x. Manage application materials for all teaching positions, writing response letters to each candidate.
 - xi. Represent school in outside activities such as District meetings, student recruitment events and community functions.
- d. Management
 - i. Serve as the chief administrator in the absence of the principal.
 - ii. Attend school faculty meetings.
 - iii. Attend SAC meetings.
 - iv. Attend board meetings.
 - v. Write AP report for board meeting.
 - vi. Attend salary/merit pay committee meetings as scheduled.

- vii. Proofread general school communications including but not limited to: MS weekly bulletin, All-School weekly bulletin, website monthly newsletter, letters, memos, flyers,....
- viii. Attend district mandated meetings such as safety, CSAP, etc.
- ix. Provide administrative support to teachers who request it for parent conferences or communication.
- x. Comply with all social services regulations, including mandatory reporting of allegations of abuse.
- xi. Manage all professional personnel files.
- xii. Maintain student handbook.
- xiii. Assist with all safety and emergency drills.
- e. Teaching
 - i. Teach fourth graders fifth grade math daily. Includes lesson planning, checking assignments, grades in IC, parent communication and conferences.
 - ii. Substitute as needed in office, drive line, classrooms.
 - iii. Supervise lunchroom as needed/requested by lunch staff, walk through once or twice per week.
 - iv. Manage Student Council, including fundraising and volunteer activities.
 - v. Cover MS after school study hall when needed.
 - vi. Proctor CSAP exams for students with special needs accommodations.
 - vii. Collaborate on MS Service Learning project.
 - viii. Organize Junior Achievement program.
 - ix. Facilitate, plan and Schedule Think 360 Arts Program.
 - x. Teach MS elective three days per week.
 - xi. Confer with parents when they have questions regarding teaching methods, styles, or curriculum.
 - xii. Sit in on Special Education conferences when requested.
- f. Discipline
 - i. Direct the implementation of the discipline model in the school.
 - ii. Resolve disciplinary and dress code issues.
 - iii. Communicate with /between MS students when interpersonal conflicts arise, and involve parents/teachers as necessary.
 - iv. Communicate with lower grade students as needed to resolve interpersonal conflicts.
 - v. Be visible supervising students in MS hallways.
 - vi. Communicate with parents, teachers, staff, and students regarding questions and issues regarding discipline.

II. Middle School

- a. Assist in the planning, implementation, evaluation and remediation of the Flagstaff Academy curriculum program.
- b. Direct the implementation of the discipline model in the school.
- c. Meet with Business Manager weekly regarding MS issues related to finances / business office.
- d. Attend meetings as scheduled with staff regarding MS fundraising and trips.
- e. Collaborate and keep in touch with MS social activities committee.
 - i. Chaperone MS activities.
- f. Sit in on Parent Teacher conferences when requested.

- g. Direct Teacher Supervision - Assist in screening, selecting, assigning, supervising and evaluating performance of administrative staff and teachers:
 - i. Plan agenda and meet with MS teachers weekly.
 - ii. Evaluate half of teaching staff members through entire classroom observation and evaluation process.
 - 1. Walk into MS classrooms two or three times a week, general brief checking.
 - iii. Mentor MS staff members to improve performance quality as needed.
 - iv. Communicate with parents, teachers, staff, and students regarding questions and to resolve issues.
 - v. Confer with teachers regarding teaching methods or styles, when assistance is requested.

Qualifications

1. Masters Degree in Education and/or Business Administration required
2. Principal and/or Administrative/Superintendent Licensure in the State of Colorado
3. Minimum of two years teaching experience in a K-8 school
4. Comprehensive knowledge of and experience with the implementation of a Core Knowledge curriculum
5. Entrepreneurial spirit and the capability to embrace change