

THE CLASSICAL ACADEMY
POSITION DESCRIPTION

TITLE: Assistant Principal, Junior High /
Director of K-12 Character Development

DEPARTMENT: Secondary

DATE: January 5, 2005

GENERAL STATEMENT OF DUTIES:

- Develop a positive learning environment in which Junior High students can grow and experience success—academically, physically, and through character education.
- Responsible for leading and implementing a character education program for K-12 students.

ORGANIZATIONAL RELATIONSHIP:

Reports to the Secondary Principal.

The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The description may not include all functions performed by incumbents in various locations. The Classical Academy reserves the right to modify or change the duties or essential functions of this job at any time.

ESSENTIAL JOB FUNCTIONS:

- Serves as a dynamic educational leader for the Junior High
- Instructional leader who motivates teachers and other staff members through effective supervision and evaluation
- Uses assessment data to provide ongoing program improvement for increased learning by students
- Serves as the Director of Character Education for The Classical Academy

MARGINAL JOB FUNCTIONS:

- Develops positive and constructive relationships with students, parents, teachers, other staff members, and the community
- Serves as Event Manager for co-curricular activities
- Attends Junior High co-curricular events and activities.
- Administers the student conduct and discipline system for the Junior High. Investigates discipline issues and takes appropriate actions
- Develops and implements a comprehensive character development program for K-12th grades
 - Conducts research on effective K-12 character development programs
 - Teams with teachers to provide training, instructional materials, and implementation guidance in the teaching of specific character traits and the integration of character development throughout the curriculum
 - Implements special character development training days/activities for grades 6–12
- Develops and leads opportunities to share TCA's character development knowledge and experience both inside and outside District 20
- Performs other duties as required

MINIMUM QUALIFICATIONS:

EDUCATION:

- Masters degree required
- Master degree in Education (desired)
- Colorado Principal License (desired)

EXPERIENCE:

- Experience in an educational environment(s)
- Previous teaching experience
- Previous experience in character development programs (desired)

KNOWLEDGE, SKILLS AND ABILITIES:

- Positive and effective leadership style
- Ability to maintain effective working relationships with supervisors, other administrators, teachers, other staff members, students, and parents
- Caring attitude toward students
- Excellent interpersonal skills
- Commitment to collaborative decision making
- Ability to evaluate teachers and staff
- Effective written and oral communication skills
- Ability to improve instruction and the learning environment
- Thorough knowledge of curriculum and instruction
- Thorough knowledge of supervision and evaluation
- Thorough knowledge of the policies and procedures of TCA
- Ability to use assessment data to improve instruction
- Knowledge of legislation related to student discipline
- Familiarity with charter school legislation and laws
- Ability to effectively direct and supervise a variety of activities and programs
- Possess strong planning, prioritization, and implementation skills
- Effective technology skills
- Strong understanding of the effective use of technology in the school

SCOPE OF INTERPERSONAL CONTACTS:

- Students
- Teachers
- Other administrators
- President
- Parents
- Administration Office personnel
- District 20 personnel up to and including the Superintendent
- Other visitors from outside the school

WORK ENVIRONMENT:

- Functions in various locations including offices, classrooms, the gymnasium, athletic fields, parking lots, and play grounds.

- Participates in field trips to educational settings including mountainous areas.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position. They are included for informational purposes and are not all inclusive.

- Physically able to move quickly throughout all facilities in response to safety issues and student/teacher concerns/needs.
- Constant use of eyes and hands.
- Frequent use of verbal communications.
- Activities involve some bending, lifting, and carrying of objects.

FLSA Status: Exempt