GENERAL DESCRIPTION OF POSITION

The purpose of this position is to assist the building principal in organizing and fostering a positive, safe environment that is conducive to best meeting the needs of all students, staff and parents. This includes such responsibilities as: leading, directing, counseling, and supervising a variety of personnel and programs; creating effective parent, teacher, child communications, supporting, encouraging, mentoring, and evaluating staff; fostering teamwork between teachers and among staff and parents; and managing budget items.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervision with Faculty/Staff - Assist in: hiring/orientation; evaluating; working through concerns and classroom management; planning and directing meetings, staff development, trainings and inservices; communication: listening, feedback, and encouragement for all staff.

2. Supervision with students - Assist in: orientation; counseling; discipline; due process; data gathering; student recognition; and securing student services with outside agencies.

3. Communication and public relations with parents, business leaders and community members. Listen and respond to parent concerns with sensitivity.

4. Conduct parent and student meetings and attend all after school activities.

5. Curriculum/Instruction - Assist in: selection, training and implementation of district standards and initiatives; scheduling; implementation of goals and selection of instructional materials. Analyze test data, determine ways to improve instruction and student goals. Design and implement programming for Title 1, assisting with programming for ESL students, etc.

6. Facilities - Assist in: supervision of custodial staff; creating and implementing safety and crisis response plans; maintaining facility and equipment.

7. Assist Principal with developing and managing school budget.

8. Make presentations to students, staff, patrons and peers at conferences.

9. Develop the school’s yearly and monthly calendars and organize and oversee scheduling for staff and students.

10. Act as a liaison between Central Office, the BOE and staff.

11. Perform any other related duties as required or assigned.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Graduate degree (M.B.A., M.A., etc), plus 5 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Funds, Property & Equipment Responsibility: $ 200,000

SUPERVISORY RESPONSIBILITIES
Directly supervises 16 subordinate supervisor(s) who supervise(s) a total of 0 employee(s). Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS
Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED
Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND
Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING
Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally
directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY
Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

PUBLIC CONTACT
Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT
Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Must hold Arkansas Teaching Certificate and obtain principal Certification within 3 years of job placement.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

SOFTWARE SKILLS REQUIRED
Intermediate: Contact Management
Basic: Alphanumeric Data Entry, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

ADDITIONAL INFORMATION
Not indicated.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; frequently required to stand, walk, sit; and occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the work environment is usually moderate.