

ASSISTANT PRINCIPAL (Certified Administrator)



SUMMARY DESCRIPTION

Under direction, the Nevada licensed, certified educator for this position serves as assistant instructional leader and assistant administrative officer of a Montessori charter preschool, elementary and middle school (PreK-8th grade), performing related work as required for the number of days contracted over the school fiscal year.

DISTINGUISHING CHARACTERISTICS

This position fulfills the role of full-time Assistant Principal, including other management functions described herein.

EXEMPLARY RESPONSIBILITIES/DUTIES

Exercises vision and provides leadership that appropriately involves staff, parents, students, and the community in the identification and accomplishment of High Desert Montessori School's mission; recognizes the individual needs of all staff and students, including those who are at risk because of diverse cultures, backgrounds or abilities; applies effective human relations skills, encourages and develops the leadership of others within the Professional Learning Community; analyzes relevant information, makes decisions, delegates responsibility, and provides appropriate support and follow-up; identifies and creatively coordinates the use of available human, material, and financial resources to achieve the school's mission and goals; bonds the school community through shared values and beliefs; initiates and manages constructive change; advances the profession through participation as a member of local, state, and national professional groups.

Articulates school vision, Montessori philosophy and policy persuasively, effectively defends decisions, explains innovations, and behaves in ways that are congruent with these foundations and decisions; demonstrates skills in nonverbal communication and impact of personal image to communicate a positive image of the school; exemplifies the behavior expected of others, keeps communication flowing to and from the school; communicates effectively with the various constituencies within the HDMS community.

Involves the PLC, staff, parents, students and the community in setting goals; in collaboration with staff, parents and students, identifies the decision-making procedures the school will follow; applies the process of consensus-building both as a leader and as a member of the group; supports growth and expansion as directed by objectives of HDMS.

Demonstrates knowledge of Montessori curriculum materials and their relationship to program goals and objectives; encourages students and staff to participate in co-curriculum activities that enhance and complement what is learned in the classroom.

Regularly assesses the teaching methods and strategies being used and ensures that they are appropriate to Montessori philosophy, varied and effective; applies principles of teaching and learning for both children and adults; articulates effective classroom management and planning processes.

Sets high expectations for students, PLC, staff, parents, and self; helps teachers understand and apply Montessori teaching style to complement the varied learning styles of students; encourages students and staff alike to set high personal goals and offers encouragement and support in the achievement

of those goals; involves others in designing staff development programs that match the goals of the school with the needs of the participants; encourages staff participation in professional development activities; engages in continuing personal and professional development.

Uses Montessori techniques and strategies to assess student performance, individual staff and personal performance, progress toward the achievement of curriculum goals, and the effectiveness of the overall instructional program; fosters constructive suggestions from students, staff, parents, and the community for improving the school's program; applies effective observation and conferencing skills; inspires teachers at all levels of skill and experience to acquire new competencies and experiences; demonstrates a level of human relations skills which assures that the evaluation process will be collaboratively helpful; develops professional growth plans to improve teaching and administrative performance; coaches new and developing Montessori teachers.

Able to demonstrate skills in planning, organizing, assigning and coordinating the activities of a professional and support staff; presenting ideas effectively, verbally and in writing; dealing constructively with conflict and developing consensus; selecting, supervising and evaluating subordinates; dealing effectively with people within the community; team building; establishing and maintaining effective working relationships with those contacted in the course of work; working with students; staff supervision and administration. Demonstrating computer literacy: including, but not restricted to, proficiency in software that includes, but is not limited to, Infinite Campus and Google, Word, Excel, Power Point.

Maintains awareness of and is subject to appropriate laws of the State of Nevada, the regulations of the Nevada Department of Education, Washoe County School District, including the HDMS Charter, and the policies set forth by High Desert Montessori School.

Knowledge of: Montessori instructional techniques and curricular concepts, especially as they are related to the elementary and middle school; Nevada state standards; Common Core State Standards; Next Generation Science Standards the vertical structure of the course of study and understand the importance of articulation in these areas; primary, lower elementary, upper elementary, early adolescent and adolescent youth; the Montessori philosophy of education; principles of charter school goals and practices of school administration, including school finances, teaching methods and techniques, evaluations, and program development, accountability for applicable federal, state and local laws, regulations, ordinances and policies; familiar with NWEA, CRT and Smarter Balanced testing procedures and regulations, or others as may be applicable; human resources development; school law, progressive discipline; conflict resolution; public relations; principles of effective management, staff supervision and administration; writing, implementation and compliance reporting for grants.

ADDITIONAL DUTIES:

- Testing Coordination and acting testing Site Standards Officer; prepare spreadsheets of summative and formative data for teachers/administrators.
- Professional Learning Communities (PLC) participant and guide.
- Director of the MTSS (RTI) process; help teachers complete paperwork; prepare spreadsheets of students in the process; attend RTI meetings; ensure fidelity checks
- LEA representative: Responsible for flowchart for implementation, management and tracking of, SPED and 504's at HDMS, including initial evaluation paper work monitoring; attending trainings, coordinating and monitoring school counselors, accountabilities in monitoring, reporting abnormalities.

- Implements consequences of truancy, attendance and academic warnings.
- Manage cases of child abuse, sexual abuse and child neglect cases with Washoe County Social Services.
- Attends monthly Board meetings, and as required, other public meetings as support staff, such as Safety, PTO, Finance, Academic, and Green Team
- Acts as supervisor to teaching settings and principal's assistant to teaching staff for teacher evaluation, curriculum implementation, behavior management, and testing requirements.
- Completes teacher evaluations in accordance with Department of Education guidance
- Assists the principal in planning the school calendar, bell school, School Performance Plan, Emergency Operations Plan, and Progressive Discipline Plan
- Monitors and assists with implementing and enforcing school technology policies.
- Monitors and assists with overall school safety and facilities coordination
- WCSO Curriculum audit preparation
- Monitoring of Fire Drills, Earthquake Drills, Code Yellow, Red and Blue situations.
- Facilitates Parent Seminars, Back to School Nights and Parent Workshops
- Oversees Foster Grandparent program

EMPLOYMENT STANDARDS, LICENSES, CERTIFICATES and EXPERIENCE

Credentials and Experience: Current State of Nevada School Educator license without provisions is necessary for commencement of a contract at this level of teacher, and:

- A minimum of five (5) years teaching experience
- Holds current Nevada teaching license without provisions.
- Holds, or is able to obtain within one year, an AMI, AMS or MACTE certification in Montessori education
- Holds, or is able to obtain within one year, a Nevada School Administrators License
- Holds, or ability to obtain, a valid State of Nevada drivers' license with a clean driving record
- Ability to maintain a clear FBI background and fingerprint check.

Compensation: Salary based on the WCSO Certified Administrators Salary Scale

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE REQUIRED BY THE GOVERNING BODY OF HDMS AND HIGH DESERT MONTESSORI SCHOOL, an equal opportunity employer that complies with Federal law and policy; this institution will not discriminate on the basis of race, color, national origin, sex, religion, age, or disability.