

Window Rock Unified School District No. 8

Position Description

Position Title	Assistant Principal - Early College High School
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Date Created	March 2009
Status	Exempt
Salary Level	Administrative Salary Schedule (TBD based on experience and education)
Work Year	12 months
Qualifications/ Certificates/Licenses	<ul style="list-style-type: none"> ➤ Masters Degree in Secondary Education related field from an accredited college or university required ➤ Valid Arizona Administrative Certificate preferred ➤ Administrative/leadership experience (3+ years) ➤ Valid Teacher Certification required ➤ Minimum of three years successful teaching experience ➤ Bilingual in Navajo and English Language preferred ➤ Valid Drivers License ➤ Maintains a valid Arizona Fingerprint Clearance Card ➤ Demonstrated organizational skills, strong communication skills, and ability to work with diverse groups of people preferred ➤ Experience in providing and presenting workshops for educators preferred ➤ Higher Education experience and knowledge of dual credit programs preferred ➤ Knowledge of Culture-based education ➤ Demonstrated ability in working with Navajo and other tribal communities
Job Goal	<p>To effectively plan, implement, evaluate, and provide overall management for the Early College High School (9-12), which includes developing and providing dual credit for students in grades 10-12. To successfully transition Tsehootsooi Dine Bi’Olta from a K-8 to a K-12 program that includes a safe drug free Early College High School environment, maintaining high standards of teaching excellence and exemplary student achievement. Assists in leadership and support for continuous student learning through research-based, data-driven decision making as outlined in the district mission/vision statement.</p>
Essential Duties	<ul style="list-style-type: none"> ➤ Provides leadership of Early College High School and for student academic achievement. ➤ Supports and maintains an exemplary, culturally responsive, learning climate in the school. ➤ Assists in maintaining guidelines for proper conduct and student discipline. ➤ Initiates, designs and implements programs to meet specific needs of the School ➤ Establishes and maintains favorable relationships with parents/guardians, and Early College High School partners, local community groups and individuals to foster understanding, encourage collaboration, and resolve problems. ➤ Actively participates in the recruitment, screening and selection of school staff and students. ➤ Coordinates and facilitates preparation of required reports, records and maintenance of attendance and other electronic data for the Early College High School. ➤ Manages all allocated funds in accordance with the USFR and applicable

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project requirements. Recommends staff development opportunities specific to the Early College High School personnel.

- Plans, implements, and evaluates learning objectives, instructional strategies, and assessment techniques in cooperation with Building Principal.
- Works cooperatively with Building Principal to address requirements for Highly Qualified teachers at the Early College High School.
- Reviews/monitors educational research in culture-based education and current trends in Early College High Schools and analyzes data in order to make decisions regarding the Early High School College.
- Attends job-related conferences and trainings as appropriate
- Assist in development and implementation of annual staff, student, and community surveys as it pertains to Early College High School.
- Communicates a vision of what the district can and should achieve through the Early College High School.
- Performs other duties as assigned

Physical Effort Mental Demands/Physical Demands: Frequent district-wide and occasional statewide and out of state travel; occasional prolonged and irregular hours.

Working Environment Normal school conditions

Supervision Given Early College Administrative Assistant
Supervision Received Principal of Tsehootsooi Dine Bi'Olta

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. Position contingent upon availability of funding.

Supervisor signature

Date

Employee signature

Date

Board Approved: 09/16/2009