

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**ASSISTANT PRINCIPAL HS**

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**Purpose Statement:**

The job of ASSISTANT PRINCIPAL HS is done for the purpose/s of supporting the High School Principal, performing school site activities as may be delegated by Principal; and representing the school within district and community.

This job reports to PRINCIPAL

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**Essential Functions**

- Composes a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates meetings, processes, etc. for the purpose of meeting curriculum guidelines and/or ensuring that state mandates are achieved.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Supports principal for the purpose of providing assistance with administrative functions.

**Other Functions**

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, interpersonal skills, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, verbal and written communication skills.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles, age appropriate activities, bilingual (english/spanish) helpful, computer operation/skills, pertinent codes, policies, regulations and/or laws, working knowledge of school system

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, creating and maintaining climate of respect communicating with students, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, utilizing current technology working as part of a team, working with detailed information/data, working with frequent interruptions.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 25% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Bachelors degree in job related area.

**Required Testing**

None specified

**Certificates & Licenses**

Arizona Principal Certification

**Continuing Educ. / Training**

Maintain Arizona Certification, Maintain Fingerprint Clearance Card

**Clearances**

Clean Motor Vehicle Record, Criminal Justice Fingerprint/Background Clearance

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**FLSA Status**

Exempt

**Approval Date**

Job description available upon request

**Salary Grade**

Administrative A4