



**Position:** Assistant Principal (AP)

**Our Vision:**

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21<sup>st</sup> century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

We are committed to developing a team of effective educators who are dedicated to closing the achievement gap in a high-need, diverse community of learners and this position is critical to meeting that commitment. We are privileged to serve students from the Ute Mountain Ute Tribe and the Navajo Tribe, which contribute greatly to the cultural richness of our community and schools.

**Position Summary:** Assist with the administration, supervision, guidance, and coordination of educational program with an Elementary, Middle or High School. Responsible for oversight, supervision and evaluation of the activities program, coaches, and sponsors. Serves as a member of the building administrative team with all the responsibilities of a team member. Promotes good community relations among various communities and school contacts. This position engages in overseeing the establishment, implementation, adherence to state policies, school board policies and procedures regarding student discipline.

**Typical Responsibilities:**

- Assists with the hiring, supervision, and evaluation of the teaching staff.
- Supervise students; service programs, including positive behavior supports, discipline, attendance, guidance, special education (ESS), transportation, English Language Learner and gifted and talented.
- Oversees the personal property accounting for the building athletics and activities.
- Facilitates community use of the building according to district policy.
- Organizes special school-wide enrichment activities.
- Act as a liaison between school and community by responding to parent and community concerns/questions and promoting positive public relations.
- Implement safety drills for fire, lockdown, lockout etc. Enforce school district discipline policies.
- Develop and implement staff development opportunities. Supervise and monitor Professional Learning communities.
- Assist with developing the master schedule.
- Assist with planning, monitoring, and maintaining the building budget.
- Participates with the administrative team in developing yearly, monthly, and weekly calendars of events.
- Attends after-school events as a representative of the administrative team.
- Performs other related duties as assigned or requested.

**Education:** Master's in administration/Leadership/Curriculum and Instruction.

**Certificates, Licenses and Registrations:** Colorado Type D Certificate/Principal/Administrator's License. First Aid Certification and CPR training.

**Candidate Profile:**

<b>Education and Certification:</b>	<ul style="list-style-type: none"><li>· Master's Degree (Required)</li><li>· Assistant Principal License for Colorado or verification of entrance into the program (Required)</li></ul>
<b>Experience and Skills:</b>	<ul style="list-style-type: none"><li>· High level of organization and timeliness</li><li>· Excellent communication skills</li><li>· Experience with activities/athletics and staff evaluation</li><li>· Leadership experience in schools</li><li>· High level of personal organization and planning</li><li>· Technology proficiency in Excel, Word, PowerPoint</li><li>· Demonstrated ability to work efficiently with staff, coaches, students, sponsors, families, and the community</li></ul>
<b>Culture and Fit:</b>	<ul style="list-style-type: none"><li>· Commitment to the mission and values of Montezuma Cortez Re-1</li><li>· Ambition and desire to grow as a leader</li><li>· Openness to feedback</li><li>· Maintains and models high standards of personal and professional integrity</li><li>· Collaborative practitioner</li></ul>

**Essential Physical Demands:**

- Occasional lifting (20-50lbs)
- Frequent sitting, standing, and walking.

**Technical Skills, Knowledge, and Abilities:**

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical and organizational skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Intermediate to advanced knowledge of and ability to develop, monitor and evaluate curriculum, instruction, discipline plans, IEPs, and supervision/safety plans.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board and District policies, Superintendent policies, and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**Materials and Equipment Operating Knowledge:**

- General office equipment
- Microsoft Office applications
- PowerSchool/Student Information Systems
- Radios and other basic building operating systems

**Supervisory Duties:** Supervise professional, paraprofessional, administrative and support staff attached to the school.

**Reports to:** Principal

**Requirements and Working Conditions:** The physical demands, work environment factors and mental functions described below 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.

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Reach with hands and arms			X	
Use hands to finger, handle, or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Weight and Force Demands:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

<b>Vision Demands:</b>	<b>Required</b>
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>Work Environment:</b>	<b>Amount of:</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.*

# NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

**Title IX Coordinator and Compliance Officer** (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources  
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Compliance Officer** (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services  
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

M-CSD RE-1 School Governance Policies can be found on our website at:

[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

## CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

**Coordinador del Título IX Oficial de Cumplimiento** (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Oficial de Cumplimiento** (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

11.28.23 DKR

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Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2\*, JB, JBA, JBA-E, JBB\*, JII-R

*NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.*