

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

Position Title: Assistant Principal-Curriculum and Instruction
Department/Section: Flagstaff High School
Supervisor: Building Principal

SUMMARY OF FUNCTION:

The Assistant Principal of Curriculum and Instruction is a critical component of the Flagstaff High School leadership team. This position personally represents the school and district during all interactions in a positive and constructive way while focused upon student engagement and achievement. This role oversees the counseling department and works directly with the teachers of Flagstaff High School to ensure that every student is placed in an educational environment that encourages academic growth. This position will also work with the faculty to develop a master teaching schedule, based upon student request, that is aligned to the Arizona College Readiness Standards and incorporates Advanced Placement as well as intervention opportunities depending on the student's ability and previous academic success.

Essential Duties and Responsibilities;

- Evaluate the development, implementation, and revision of the Flagstaff high School curriculum based upon the College and Career Readiness standards and ensure they are aligned with and focused on district and state standards.
- Evaluate the effectiveness and articulation of instruction strategies, assessment strategies, and curriculum in each area of instruction to provide guidance for improvement where necessary.
- Evaluate state and district level assessments to guide and influence curriculum development and modification.
- Provide guidance in the implementation of state and district level mandates pertaining to curriculum and assessment.
- Oversee the successful use of the District level Common Assessment process and provide teachers with guidance to complete the process with rigor.
- Support teachers by managing district policy for the procurement of instructional materials, textbooks and equipment.
- Provide and develop appropriate professional development activities for instructional practices by working with the district's professional development coordinator.
- Respond quickly and professionally to the needs and concerns of parents, students, faculty, and community.
- Supervise and evaluate staff assigned by the building principal.
- May perform the functions of Principal in his / her absence
- Perform other duties as assigned.

As the administrative representative for the FHS counseling department the applicant will be responsible for;

- Managing the High School and Middle School registration process.
- Sitting as an active member of the Crisis Response team.
- Participating in the development and modification of school policy regarding online learning, Homeschool student placement and request, Advanced Placement opportunities, Intervention development and placement.
- Overseeing and assisting in the implementation of the ECAP at the freshmen level.
- Responsible for managing state and district mandated testing.
- Assisting and overseeing the collection of data from graduating seniors through the NAVIANCE program.
- Meeting with and advising parents of the educational opportunities for each student based upon their academic readiness.
- Creating collaborative efforts that include the principal, counselors, teachers, parents, and students to develop solutions that meet the learning needs of all students.
- Coordinating the gathering and dissemination of relevant data to faculty and staff to identify the strengths and weaknesses of the current curriculum and educational practices.
- Coordinating the efforts of vocational education, special education, bilingual education, Native American education, sexual health, and community education to provide support and success to the students of Flagstaff High School.
- Evaluating the effectiveness of the counseling department as well as the their ability to teach the assigned curriculum for college readiness.

Additionally Responsibilities:

- Participate as an active member of the districts secondary curriculum and instruction team to discuss relevant issues as they relate to community and state changes within the educational process.
- Prepare and submit reports to the principal relating to the progress and accomplishments of the educational process at FHS and its alignment to state and National guidelines.
- Assist in the development of school level budgets and expenditure of funds to meet the needs of the educational goals of FHS.
- Lead and provide data and information in meetings with faculty, staff, and the community.
- Participate in State level discussion regarding the implementation of the College and Career Readiness Standards and their effect on FHS curriculum.

Suggested Candidate profile;

- Current knowledge of program planning, curriculum development, Common Core Standards, and instructional programs as well as research trends and best practices regarding instruction and curriculum development.
- Strong communication and interpersonal skills to communicate effectively with faculty, students, parents, and community organizations.
- Strong Work ethic and understanding of the need to work beyond the regular work hours.
- Strong computer skills to develop an effective presentation to the faculty, parents, and school board regarding the effectiveness or changes related to curriculum and instruction based upon data collected.
- Develops positive relationships with staff and students to encourage team work and collaborative decision making.
- Imaginative thought process that encourages alternative and creative solutions to budgetary and staffing difficulties.

DESIRED PROFILE OF THE CANDIDATE FOR THIS POSITION

1. A proven record of leadership success
2. Successful experience at secondary level working with diverse populations.
3. Creative, innovative and student centered

MINIMUM QUALIFICATIONS

Administrative Certificate preferred but not required
Possess an advanced degree from an accredited institution
Possess or able to obtain a valid Fingerprint Clearance Card
Evaluation experience is preferred

OTHER REQUIREMENTS:

- Must be able to pass an initial fingerprint and background clearance check and maintain a valid fingerprint clearance card at all times
- May be required to demonstrate fluency in foreign language(s) as well as English (written & oral)
- May be required to lift and carry heavy, bulky supplies and materials weighing up to 20 pounds.
- May be required to work outside normal working hours.
- May be required to travel to perform work functions.

COMPENSATION INFORMATION

Pay: Based on administrative certificate or Teacher on Assignment pay rate

Benefits: Medical, Dental, Vision, Life Insurance, Arizona State Retirement

Other: Cell phone and travel stipends

APPLICATION PROCEDURE

Please apply via the Applicant Online system. Visit www.fusd1.org.

This position **is open until filled**.

A complete application packet includes:

- The complete application
- A letter of interest
- A resume including background information, educational experience and achievements, and community and professional involvement.
- A copy of transcripts, fingerprint clearance card and a copy of the candidate's Arizona certification or evidence that certification is obtainable.

SELECTION PROCEDURE

The qualifications of each candidate will be evaluated by a district screening committee. Finalists selected for interviews will visit the district at their own expense.