

**Grand County School District**  
264 South 400 East \* Moab UT 84532

## **JOB ANNOUNCEMENT**

February 17, 2010

### **Grand County School District is accepting applications for the following position:**

Elementary (K-6) Assistant Principal  
*Beginning June 1, 2010*

**Contract Terms:** The contract is for eleven months per year. At Step 1 the salary ranges from \$51,135(Masters Degree) to \$55,878 (Masters +75 hrs or Doctorate) with longevity increments for service completed; paid health and accident insurance, long term disability, sick leave and retirement.

**Application Procedure:** A letter of application, completed application form, resume, copy of license, current placement file or three letters of recommendation should be submitted to:

Grand County School District  
264 S 400 E  
Moab, UT 84532

Applications can be obtained at the above address or at <http://www.grandschools.org/districtoffice/HTML/jobsannouncement.html>

Job responsibilities and qualifications may be obtained at the Grand County School District office (address above) or by calling the District office at (435) 259-5317 to request an electronic copy.

Applications due by March 11, 2010. Position open until filled.

***Grand County School District does not discriminate in the provision of services due to gender, race, color or national origin and works in compliance with the Americans with Disabilities Act.***

## **Elementary Assistant Principal**

**Description:** Helen M. Knight Elementary School is a brand new facility located at 168 W 400 N in Moab, Utah and is the only elementary school in Grand District. HMK will be serving 800+ students in grades K-6. In addition to the administrators, the staff will include 36 teachers and 30 support personnel.

**Qualifications:** The candidate is expected to:

- ❖ Hold or qualify for a current Utah Administrative License
- ❖ Work well with people and effectively communicate and involve parents in school programs
- ❖ Work with student related discipline, attendance, activities and issues
- ❖ Show a strong commitment to the established mission of the District
- ❖ Show knowledge in the design and effective implementation of elementary curriculum including literacy and numeracy instruction
- ❖ Be in proper physical condition to handle the rigorous schedule and pace of the position
- ❖ Demonstrate the ability to contribute to an educationally progressive and strong administrative team committed to providing a high quality education to the students of the District

**Responsibilities:** Under the direction of the building principal the assistant principal will:

- ❖ Help with student scheduling
- ❖ Help operate the school as outlined in policy determined by the Grand Board of Education
- ❖ Provide a school and activity climate that encourages learning and is safe and productive for students and the community
- ❖ Demonstrate flexibility in working with the principal to design a framework for the sharing of administrative responsibilities
- ❖ Assist the building principal in realizing the creation of a cohesive united school community composed of formerly separate staffs

**Assistant Principal Organizational Responsibilities may include:**

- Attendance meeting with parents
- Behavior management
- Building use
- Emergency and safety
- Field Trips
- Building keys and security
- Lunchroom
- 504 Plans
- Teacher/staff evaluations as assigned
- Data collection, analysis, and distribution
- Schedule design (duty, lunch, recess, bell, etc.)
- Calendars
- Substitutes
- Attendance at grade level block meetings
- Testing and interpretation
- Student supervision
- Campus supervision
- Student Assistance Team
- Assist in development/implementation of school policies, procedures, practices
- Optional extended day Kindergarten plan
- Other duties as assigned