

**JOB TITLE: ASSISTANT PRINCIPAL
PUEBLO DEL SOL MIDDLE SCHOOL**

QUALIFICATIONS:

1. Possess a Master's Degree or its equivalent with special training in school administration.
2. Minimum of three (3) years classroom teaching experience.
3. Possess the state required administrative certificate.
4. Possess demonstrated administrative skills and leadership ability, must have established himself/herself as an educational leader.
5. Bilingual preferred.

DUTIES AND RESPONSIBILITIES:

1. Report directly to the Principal.
2. Assist in the development and implementation of the school philosophy; the student recruitment and selection process; the school schedules; and the school procedures.
3. Have basic responsibility for management with specific duties for the maintenance and operation of the school plant.
4. Assist the Principal in the supervision of instruction, supervision and evaluation of staff, maintenance of discipline, recordkeeping, preparation of reports, all student activities and PTA.
5. Other duties as assigned.

SALARY: Administrative Salary Schedule

INTERNAL/EXTERNAL

CLOSING DATE: OPEN UNTIL FILLED

APPLICATION: To be considered, all candidates must submit a completed application including resume, administrative credentials, official transcripts and placement file to the Isaac School District personnel office, 3348 W. McDowell Rd., Phoenix, AZ 85009, 484-4700.

AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH TITLE IX OF THE
EDUCATION AMENDMENTS OF 1972 AND SECTION 504 OF THE
REHABILITATION ACT OF 1973