

YKSD JOB DESCRIPTION



JOB TITLE: Assistant Principal/Advisory Teacher	
SUPERVISOR: Director of Distance Education	CLASSIFICATION: Certified (YKAA)
DAYS/MONTHS 210 Days, July through June	

GENERAL RESPONSIBILITIES

Assistant Principal/Teacher works directly with parents and students to design and implement quality educational programs to best meet the needs of homeschool students in compliance with district policy and state regulations. Position requires comprehensive knowledge of curriculum across content areas, learning styles and educational needs of students. AP will serve as a program leader and overall supervision of staff. Attention to detail and organizational skills are essential. Public relation skills, ability to prioritize job demands and be a team player is necessary.

QUALIFICATIONS

1. Alaska Type B and Alaska Teaching certificate required
2. Homeschool experience preferred
3. Minimum of three years teaching experience required; three years administrative experience highly preferred

Knowledge, Skills and Abilities:

- Superior written and verbal communication skills
- Exceptional organizational skills and the ability to prioritize multiple tasks
- Fluent technology skills
- Be knowledgeable and comply with state regulations regarding state-wide correspondence schools
- Comply with state and federal laws regarding instruction and supervision of children by certified employees

DUTIES & EXPECTATIONS

1. Promote a positive, professional image of the district and our program providing positive public relations at all times.
2. Maintain exceptional people skills, and a welcoming, clean and orderly office environment
3. Research, present, recommend curriculum for parent/program use.
4. Write, monitor and update students Individual Learning Plans.
5. Ensure that families select curriculum aligned to state and district standards
6. Order curriculum and materials as needed.
7. Work as a team with all teaching staff, administrative assistant and family representative to provide workshops/activities for students and parents for all students
8. Assist in verification and processing of reimbursements.
9. Contact families via e-mail, and telephone as needed on a monthly basis and document all contact in provided student information database.

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10. Assess and evaluate students on a monthly, quarterly and annual basis using appropriate methods and instruments and keeping appropriate and accurate records
11. Supervise or teach parent or teacher workshops and activities
12. Assist with and coordinate statewide assessments
13. Attend staff/PAC meetings as requested by Raven School Director
14. Evaluate and supervise all staff on a regular and continuous basis
15. Supervise Family Liaisons
16. Develop professional learning communities for certificated and classified staff
17. Assist with marketing and recruitment of student enrollment
18. Work with local Parent Advisory Committee regarding program development and improvement
19. Review and approve family expenditures
20. Other duties as assigned

EQUIPMENT USED

Computer, Microsoft Office 365, printer, copy machine, SmartBoard, video conference, video projector, personal smart devices (iPad, tablet) and other equipment needed to develop and present an appropriate instructional program. Computer software including word processing, e-mail, Internet access software, Google Docs, and software approved and adopted by the district and/or building such as student grade report programs.

UNUSUAL WORKING CONDITIONS

Some evening and weekend work will be required. Attending homeschool events is encouraged. High volume of work and strict adherence to workload may be stressful; frequent deadline and/or pressure situations.

EVALUATION

Written evaluation, annually or more frequently, in accordance with district policy, by the building administrator or other appropriate district administrator.

PHYSICAL AND MENTAL DEMANDS

The physical demands of this position require frequent standing, walking, sitting, speaking, hearing and the ability to withstand extended periods of time (between 3-4 hours) without a break. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 40lbs and to safely restrain out of control students who present a danger to self or others. The employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict, and make effective decisions under pressure.