

To Be Determined School or Department	Intermediate Associate Principal Assignment Open (Grade Level, Subject Area, Classification, Hours Etc.)	5/6/05 Date
6/1/05 New Assignment Date	Reason for New Assignment	
Replacement For	Assignment of Person Leaving	Last Day of Work
		8/1/05 Effective Date of Vacancy

REASON FOR PEPLACEMENT: Resignation Leave Transfer Retirement Termination Reclassified

Duties & Responsibilities: (Primary Function, Major Responsibilities, Summary of Key Duties, Special Assignments, Relationships)

Reports to Principal:
 Monitor student attendance and plan proactive procedures to insure good student attendance
 Assist in scheduling classes and activities for the building
 Implement a proactive discipline policy within the building
 Meet with parents, staff members and the students regarding matters of attendance, discipline, or achievement
 Serve as a member of the school improvement committee or school management team
 Assist in the evaluation of certified and noncertified employees
 Supervise student activities
 Maintain accurate records of discipline referrals
 Supervise the operation of the building in the principal's absence
 Assist the principal in other duties, as assigned

Special Qualifications Desired: (Personal Qualities, Education, Skills Needed, Experience, etc.)

Valid Administrative Certification
 Minimum of five years successful teaching experience. Prior administrative experience desired.
 Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable
 Evaluator Approval
 Terms of Employment: Twelve month contract, 215 working days, salary to be determined by the 2005-06 administrative salary schedule.

SIGNATURE _____ DATE _____
 Administrator to Whom Employee is Directly Responsible

SIGNATURE _____ DATE _____
 Department Administrator

SIGNATURE Linda McClurg DATE 5/6/05
 Director of Human Resources

Final Date for Internal Application: May 20, 2005
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FOR PERSONNEL OFFICE:

Date Form Received	Person Filling Position	From	Date Filled

APPROVED FOR POSTING
SUPT. OF SCHOOLS

An Affirmative Action and Equal Opportunity Employer
Applications from Minorities are Encouraged
Minorities/Disabled/Female (M/D/F)