

Human Resources

Assistant Principal Athletics

Department: Athletics
Reports to: Principal
Placement: Administrative Salary Schedule
Term: See Duty Day Calendar

Position Summary:

The Assistant Principal for Athletics is responsible for the comprehensive athletics program for the assigned campus.

Essential Functions:

- Assists the Principal in creating and maintaining a work environment that enables staff and students to attain the unique goals and objectives of the Tempe Union High School District and communities involved.
- Supervises the student athletic program.
- Hires and supervises all coaching staff.
- Supervises and evaluates Security Guards.
- Ensures appropriate processing and fingerprinting of all volunteers.
- Supervises the reporting and monitoring of student attendance referrals and discipline and works with the other Assistant Principals in relevant follow-up.
- Evaluates staff as assigned by the Principal.
- Interviews, recommends for hire, trains employees; plans, assigns, and directs work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
- Prepares and administers budgets connected with assigned areas of responsibility.
- Carries out supervisory responsibilities in accordance with policies and applicable laws.
- Assists in the general administration of the school as assigned by the Principal.

Training and Experience:

- Master's Degree.
- Coaching experience

Licensing/Certification Requirements:

- Arizona Secondary Principal Certificate.
- Valid DPS Fingerprint Clearance Card.

Knowledge Of:

- Arizona Interscholastic Association rules.

Professional Skill In:

- Outstanding customer service.
- Excellent memory and the ability to function well under varying levels of stress.
- Working independently with minimal supervision and assistance.
- Maintaining confidential and/or sensitive information as appropriate.
- Keeping abreast of current trends and information pertinent to the job.
- Computers and standard educational/office software.
- Seeking and recommending alternative approaches and potential solutions to problems.
- Effectively using technology as a tool.
- Responding promptly to questions and requests; seeking assistance when appropriate.
- Assessing needs and recommending improvement for assigned site.
- Actively continuing education and memberships in professional organizations that will promote continued growth.
- Ensuring that s/he is accessible to District employees, parents, and community.
- Developing positive working relationships with employees, community members, and the Governing Board.
- Maintaining a well-groomed appearance.

ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

When duties and responsibilities change and develop, this job description will be reviewed and subject to changes of business necessity.