



Western Maricopa Education Center | District #402

Job Description

Job Title: Assistant Campus Administrator (Assistant Principal)

Supervisor: Campus Administrator (Principal)

Terms of Employment: 12 months

Salary Range: \$64,500 - \$84,500

Location:	West-MEC Northeast Campus 1617 W. Williams Dr. Phoenix, AZ 85027	West-MEC Northwest Campus 13201 W. Grand Ave. Surprise, AZ 85374
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Essential Duties and Responsibilities:

- Assist and support Campus Administrator as the instructional leader of the campus and supervises all secondary and post-secondary programs
- Implement CTSO delivery model
- Conducts observations of instructional programs and provides feedback to staff in a timely fashion
- Promote student learning through tracking and analyzing achievement data
- Reviews lesson plans to assure coverage of career and college standards
- Responsible for the selection, training, and evaluation of all campus personnel for the purpose of ensuring that standards are achieved
- Plans, organizes, supervises, and directs all campus sponsored activities, functions, and events
- Participate in district programs, activities, advisory council and initiatives
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts
- Responsible and accountable for sound fiscal management
- Performs other duties as assigned or required for the purpose of ensuring the efficient and effective functioning of the campus
- Attend governing board meetings and district meetings
- Assures compliance with State and Federal laws

Knowledge and Skills:

- Knowledge of applicable Federal, State, and County rules and regulations and the ability to interpret and disseminate information
- Knowledge of West-MEC district policies and procedures
- Knowledge of organizational theory, leadership training, and instructional strategies



- Possess project management skills in an educational environment
- Ability to prioritize campus issues
- Excellent problem solving skills
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, business and industry
- Skill in operating a personal computer utilizing a variety of software applications
- Knowledge of Career and Technical Education programs

Requirements:

- Five years administrative experience, Arizona Administrative Certification, Master's degree, or any equivalent combination of experience or education from which comparable knowledge, skills, and abilities have been achieved
- Maintains a high level of ethical behavior and confidentiality
- Ability to work outside normal working hours
- Must pass a fingerprint clearance and background check
- Obtain an Arizona Driver's License

Evaluation: This position has a 90-day probation period, plus a yearly evaluation.

Closing Date: February 28, 2018

Start Date: June/July 2018

Application Procedure:

Submit on-line application West-MEC.org

Include:

- Letter of interest
- Current resume'
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to