

Assistant Director Job Description

The Assistant Director is responsible for supporting the Director of Promontory in all operations of the school and will be required to ensure Utah rules and statutes related to education are followed. The Assistant Director will work under the supervision and direction of the Director and will assist the Director in the following:

General Responsibilities:

- Understanding and becoming fully committed to the Promontory Mission and Values.
- Becoming fully conversant in, and supportive of the Expeditionary Learning Education model.
- Helping develop, implement, and evaluate behavioral intervention programs that address the needs of at-risk students. This includes helping implement a schoolwide PBIS Tier 1 system.
- Providing coaching on classroom management strategies to school personnel, in support of developing an effective schoolwide PBIS Tier 1 system.
- Developing and administering disciplinary procedures in accordance with district policies and state laws; receive referrals and confer with students, parents, teachers, community agencies, and law enforcement; respond to and resolve parent, student, and staff concerns and complaints; serve on Student Support Crew.
- Under the direction of the Director, implement and enforce Promontory School Board policies, administrative rules and regulations.
- Acting as the LEA for Special Education meetings and help ensure compliance with all Special Education laws.
- Fully supporting and implementing the school Work Plan, Promontory goals, initiatives, and programs.
- Supervising and evaluating personnel, or coaching personnel as requested by the Director.
- In the absence of the Director, assume the duties and responsibilities of the Director.
- Functioning with the school Assessment Director and working with Director of Curriculum and Instruction to:
 - Become conversant in state testing and state reporting requirements.
 - Attend the AD meetings monthly.
 - Ensure the school has a functional assessment calendar approved by the state, and teachers meet testing expectations and deadlines.
 - Create and implement testing schedules.
 - Ensure that technology is ready for state testing.
 - Ensure that employees are ethics trained and documentation is maintained.
 - Lead in teaching the testing laws and expectations, as well as helping to create and implement school-wide testing procedures to ensure compliance and a smooth testing process for all students and staff.
- Work with the School Safety Team making sure that the School Safety Plans are up-to-date, implementing training and maintaining compliance with new laws.

- Tracking and entering professional development hours for teachers in MIDAS.
- Work to build a strong, positive collaborative culture across all grades K-8 at Promontory School.
- Models commitment to excellence (high standards of professionalism in all areas), and sets the same expectation for their school team.

Detailed Job Responsibilities:

- Attend after school events and celebrations of learning when needed.
- Attend PLCs frequently.
- Build and maintain strong, appropriate, professional relationships with students and staff.
- Update the staff lounge and office with staff recognitions and birthdays, and decorations for holidays.
- Check with kitchen staff to determine if they need help periodically.
- Walk around the school and the playgrounds occasionally during recess for all students, especially middle school.
- Attend board meetings.
- Help support monthly safety drills and record them. Work with the safety team to address any gaps from drills.
- Support RTI on the weekly Acadience progress monitoring emails and tracking.
- Attend job fairs when requested.
- Maintain a RISE opt out list and parent sheets.
- Assist with any staff training within and out of school, and any school events.
- Attend weekly admin meetings.
- Attend a yearly 2-day UAPCS Conference.
- Help support the Director with grant writing, and state compliance.
- Supervise committee work:
 - PBIS Tier 1
 - Safety Team
 - Behavior Threat Assessment Team
 - Student Support Crew

Candidate Qualities:

- Experience and success with working in the areas of student discipline, PBIS, restorative justice, and character building strategies.
- Builds collaborative working relationships with staff, parents and community.
- Is highly visible and involved in the school and community.
- Strong desire to be of service.
- Experience working with a diverse community, including many English Learner families, families who are economically challenged, and students who have special needs.
- Has a background in the classroom and other administrative experiences.

- Brings new ideas and is willing to listen respectfully to others' opinions.
- Demonstrates a growth mindset.
- Demonstrates courage and decisiveness to make difficult decisions when needed.
- Follows through quickly and effectively on action and tasks.
- Excellent verbal and written communication skills.
- Outstanding integrity and work ethic.
- Energetic and positive approach to responsibilities.
- Crew-like mentality.

Essential Functions

- Regular and reliable attendance.
- Ability to lift 25 lbs.
- Sit, stand and walk for required periods of time.
- Speak, read, write, and proficiently in English.
- Able to see and hear adequately to perform job description.
- Ability to move quickly/run in case of student emergencies.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Proficient tech skills including use of Google and Office suite.