

Hobbs Municipal Schools Job Description

Position: Assistant Principal Internship

Supervisor: Principal, Superintendent and Assistant Superintendents

General Job Description: The Assistant Principal Internship will be assigned to Hobbs Municipal Schools most effective principals as evidence through student outcomes on standardized assessments and ability to coach and develop leaders.

- Our schools need and deserve highly effective leaders with the skills to lead our schools with an understanding of the unique needs of our community
- The Asst Principal Internship Program creates a pipeline for the critical leadership position in our districts by preparing high-performing educators to successfully lead our schools in the future.

Program:

- 2 selected Assistant Principal Interns will spend one school year with an assigned HMS principal and will engage in daily opportunities to learn and apply the skills and competencies required to lead high-achieving schools.
- Assistant Principal Interns are full-time members of the assigned school's leadership team and are compensated at their appropriate teacher salary with additional daily rates to match contract days to campus principal.
- Program Evaluation: HMS Leadership Development in coordination with supervising principal by utilizing NM Principal evaluation instrument to determine effectiveness of the design, implementation, and outcomes of the Principal Internship Program.

Qualifications:

1. A master's degree.
2. Minimum of seven years experience in the field of public education, including experience as a classroom teacher.
3. Minimum of Level II teacher license scheduled to begin internship within selected program of study or possess a Level III administrator license.
4. Aspiring to serve as an administrator at Hobbs Municipal Schools the following school year.
5. Evidence of leadership skills and capacity through interviews, recommendations, observations, student outcomes, etc.
6. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues thoroughly and keep initiative to improve the quality of education in the community.
2. Demonstrate instructional leadership.
3. Effectively manage the resources for which he/she is responsible, including personnel, finances, facilities, programs and time.
4. Demonstrate knowledge of and manage state and federal programs to meet the special needs of all students.
5. Supervise staff on the use of computers/technology as instructional tools.
6. Uses supervision, staff development and performance evaluation to improve the overall educational program.
7. Embrace and encourage the acceptance of diversity.
8. Provide and maintain an environment where optimal student growth can take place.
9. Meet professional requirements and responsibilities.
10. Maintain familiarity with current educational issues through a process of ongoing personal development.
11. Demonstrate an understanding of the dynamics of the educational organization.
12. Use effective people skills to communicate.
13. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.
14. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.

Additional Duties and Responsibilities:

1. Form and meet with or appoint individuals to meet with all committees (SAT, SIT, Parent Advisory, etc) in a consistent and timely manner.
2. Supervise extracurricular activities.
3. Be able to perform the essential duties of other employees in the building including custodial, instructional, and secretarial.
4. Implement Professional Learning Communities collaborative practices throughout the school.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.