

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Assistant Principal, Elementary (K-5)

**DEPARTMENT/DIVISION:** K-5 Elementary Schools

**POSITION SUMMARY:** The Assistant Principal, Elementary (K-5), will serve 200 days a year with normal working hours from 8:00 a.m. to 5:00 p.m.

The Assistant Principal, Elementary (K-5), under the direction of the school site principal, assumes responsibilities in administration of school curriculum, instructional programs, staff development, guidance and evaluation of staff, and general administrative functions.

### **ESSENTIAL FUNCTIONS:**

1. Assists supervising principal in administration of the school curriculum, instructional program, staff and physical facilities.
2. Assists in the coordination, implementation and development of all school activities and related organizations.
3. Assists in the implementation of student discipline, guidance and counseling and school-wide supervision scheduling.
4. Assists in planning and scheduling, student-teacher and parent-teacher conferences.
5. Assists in monitoring and implementing Board policies, administrative procedures and school budget.
6. Maintains system for handling local school reports and records.
7. Assists in selection and employment of certificated and classified personnel.
8. Assists in the evaluation and staff development of all certificated and classified personnel.
9. Utilizes the school operation to promote effective parent and community relationships.
10. May direct faculty meetings, encourage teachers to participate in curriculum development, decision making, and the assumption of responsibility for active participation.
11. Participates as a member of the District management team, makes recommendations for District policy and assists in the formation of District curriculum goals and objectives.
12. Assists the principal with attendance records and reports, scheduling, and budgetary accounting.
13. Participates in School Site Council, Open House, Back to School Night and other related school/community events and organizations.
14. Provides classroom instructional support programs and services.
15. Attends IEPs and SSTs.
16. Serves as acting principal in the absence of the principal.
17. Maintains regular and prompt attendance in the workplace.
18. Performs other duties as assigned by supervising principal.

**POSITION TITLE:** Assistant Principal, Elementary (K-5)

**EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Previous school site teaching or administrative experience preferred. Valid California Administrative Service Credential, or enrolled in an approved Administrative Internship program, valid California Teaching Credential required. Master's Degree preferred.

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of elementary school curriculum.
2. Ability to provide strong instructional leadership.
3. Knowledge and understanding of effective instructional strategies.
4. Knowledge of intermediate computer skills.
5. Ability to communicate effectively, orally and in writing.
6. Strong interpersonal skills.
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand for extended periods of time.
7. Walk and bend over.
8. Reach overhead, grasp, push/pull.
9. Lift and/or carry up to 75 pounds at waist height for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in a standard office and/or classroom environment, on the playground, and come in direct contact with school site staff, students and the public.

**DAYS OF SERVICE:** 200

**SALARY:** LME 51

**BOARD APPROVED:**

6/12/07

Rev. (range only) 2.23.16

Rev. (days of service only) 6.26.18