

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Assistant Principal of Alternative Schools

DEPARTMENT: Educational Services

POSITION SUMMARY: The Assistant Principal of Alternative Schools, under the direction of the Director of Student Services and Curriculum, assumes responsibilities in administration of the Alternative Schools, guidance, and general administrative functions and Independent Study instructional programs. In addition, this position serves as the instructional leader for the certificated and classified staff assigned to each site, ensures compliance with all federal, state and District laws, regulations, policies and requirements, and performs other related work as required.

ESSENTIAL FUNCTIONS:

1. Directs and administers the Alternative Schools programs.
2. Supervises and evaluates the performance of certificated and classified staff in accordance with the District's guidelines for evaluation and assessment.
3. Receives and investigates parent complaints and processes appeals related to student progress and placement.
4. Directs and administers the school's student discipline program.
5. Works with teachers, para educators and students on issues related to student attendance.
6. Helps students to define their long-range educational goals, and assists students in establishing short-range goals for each school year and in setting personal performance standards.
7. Maintains a file on each student advised; a record of conferences with students and parents; and a record of student grades, warnings, progress reports; and current course of studies for individual students.
8. Participates in curriculum development, facility planning, personnel and budget functions, and task forces that will enhance the District's Alternative Programs.
9. Provides guidance to site and District personnel in identifying, planning, developing and implementing alternative programs.
10. Works with the Director of Adult and Career and Technical Education to develop contacts with state and national organizations for the purpose of enhancing and improving local programs.
11. Assists with the development of policies, administrative regulations and guidelines for alternative programs.
12. Processes and investigates personnel and sexual harassment complaints.
13. Provides leadership to the staff in determining objectives and identifying school needs as a basis for developing long and short-term plans for the school programs.
14. Interprets and implements the District approved curriculum program in the light of state standards and individual school needs.
15. Responsible for the overall supervision of the instructional program of alternative schools.
16. Assists with the establishment of an effective school administrative team organizational structure with clear lines of responsibility and with the necessary delegation of authority.

17. Identifies, provides, assigns and coordinates in-service growth opportunities for teaching personnel within each school.
18. Assigns all students to appropriate programs in such a way as to encourage their optimum growth.
19. Makes periodic appraisals of student progress, analyzes the data, disseminates the information, consults with all interested parties and initiates appropriate strategies for improvement.
20. Develops school plans, handbooks, and organizational procedures for health, safety, discipline and conduct of students as established in District procedures.
21. Plans, coordinates, and evaluates the total program of student services including guidance, course selection and academic advising.
22. Directs, administers and coordinates all state and district student assessment/testing programs.
23. Plans, directs and supervises the business operations of the school.
24. Attends and participates in IEP, SST, and other required student meetings and/or conferences.
25. Responsible for maintaining a program of public relations, establishes active, cooperative relationships with parents, and promotes the activities of the School Site Council and other parent groups.
26. Plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities and school grounds.
27. Ensures that programs and curricula are designed to achieve the District's annual student achievement goals.
28. Establish and maintain cooperative working relationships with those contacted during the course of work.
29. Maintains regular and prompt attendance in the workplace.
30. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Previous school site teaching or administrative experience preferred. A valid California Administrative Service Credential and valid California Teaching Credential required. A Master's Degree preferred.

SKILLS AND QUALIFICATIONS:

1. Knowledge of techniques and strategies for successful management and supervision, including observation, diagnosis and conferencing with teachers to support instructional improvement.
2. Knowledge of evaluation, assessment and dismissal procedures related to certificated and classified staff.
3. Knowledge of standards-based instructional models.
4. Knowledge of federal, state and local legislation related to school administration, including the California Education Code, Health and Welfare Code, Code of Regulations and TUSD Board of Education policies and administrative regulations.
5. Knowledge of principles and practices of public school administration, including budget development and maintenance.
6. Knowledge of current applications and use of technology to enhance instructional programs and support administrative activities.
7. Ability to provide strong instructional leadership.
8. Ability to plan, implement and monitor a comprehensive, standards-based educational program which addresses the needs of a diverse student population and meets the District's student achievement goals.
9. Ability to select and manage certificated and classified staff with skills and abilities that match school needs and enhance program effectiveness.

10. Ability to develop and implement teacher performance standards and regularly evaluate certificated and classified staff performance.
11. Ability to integrate current technology into work and job functions.
12. Ability to communicate effectively, orally and in writing.
13. Ability to provide and carry out oral and written directions, to read, write and speak at a level sufficient to fulfill the duties to be performed.
14. Ability to make fiscally responsible decisions.
15. Knowledge of the intellectual, social, emotional and physical needs of middle and high school age students.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 pounds at shoulder height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with school site staff, students, parents, and the public. In addition, the Assistant Principal of Alternative Schools must perform duties and responsibilities that occur outside school buildings and facilities, on the school campus, and at other school related activities and events.

SALARY: Leadership/Management Salary Schedule (LME) Range 51

DAYS OF SERVICE: 200 Days

Board Approved TUSD: 6/12/18