

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Assistant Principal, Elementary (K-8) Traditional Calendar

DEPARTMENT/DIVISION: K-8 Traditional Calendar Elementary Schools

POSITION SUMMARY: The Assistant Principal, Elementary (K-8) Traditional Calendar, 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.

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

ESSENTIAL FUNCTIONS:

1. Assists supervising principal in administration of the school curriculum, instructional program, staff and physical facilities.
2. Assist 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. Assists principal in decision making, directing faculty meetings, encouraging teachers to participate in curriculum development, and actively participates in school staff meetings and in-service activities.
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 and other related school/community organizations.
14. Provides classroom instructional support programs and services.
15. Serves as acting principal in the absence of the principal.
16. Assists in developing the Master Schedule for the site to ensure that students are appropriately placed.
17. May assist in supporting classified staff as needed.
18. Other duties as assigned by supervising principal.

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 successful school site administrative experience preferred. Bachelor's Degree required, Master's Degree preferred.

SKILLS AND QUALIFICATIONS: Must possess or be able to obtain a valid California Administration Services Credential.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data/information into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
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 and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Bend, squat, stoop and/or climb for extended periods of time.
9. Lift and/or carry up to 50 pounds at waist 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 outdoors with students on the playground and other areas where students and/or staff are gathered during activities. Employees in this position will come in direct contact with District staff, students, parents and the public.

SALARY: 51 LME

DAYS OF SERVICE: 200

Adopted: October 14, 2008

Revised: 2.23.16 (range only)