Encinitas UNION SCHOOL DISTRICT
Job Descriptions

Elementary School Assistant Principal K-6

DESCRIPTION

The assistant principal, under the direct supervision of the site principal, is responsible for the administration of the school within the established vision, policies and direction of the Board of Trustees and the Office of the Superintendent of Schools. The assistant principal will serve the site principal in leadership roles that may encompass school plant operations, directing the instructional program, and participating in staff, student and parent activities.

QUALIFICATIONS

- Valid California Administrative CredentialValid California Elementary Teaching Credential
- Evidence of five years successful teaching experience at the K-6 grade level
- Second language (Spanish) desirable

RESPONSIBILITIES

To provide assistance to the principal in such areas as:

- Administering school programs including instruction, special committees/ activities, and building and grounds, at the site to which assigned
- Interviewing, supervising and evaluating certificated and classified personnel
- Monitoring the instructional program and reviewing student report cards
- Planning and implementing staff development programs
- Establishing and maintaining standards of student behavior
- Developing duty rosters and other school-wide schedules
- Assumes other duties and responsibilities as assigned

SKILLS / QUALITIES SOUGHT

- Enthusiastic, a good sense of humor and a realistic perspective
- Positive interpersonal skills, professional and personal integrity with a commitment to openness and honesty.
- Ability to communicate openly and effectively, resolve conflict, and use a variety of decision making processes
- Problem solver, open to divergent opinions and able to secure meaningful involvement of staff, parents and community.
- Active listener with commitment to the District and the District Vision.

- Ability to assess effectiveness of programs, instructional strategies and techniques.
- Adjust as needed, encourages creativity, supports risk taking and accountability.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

7/18/95