

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **ASSISTANT PRINCIPAL, HIGH SCHOOL**
Department: Designated School Site
Reports to: Building Principal

SUMMARY:

Responsible for providing assistance to the Principal in the administration of the total school program. Under general supervision of the principal, performs the duties required in maintaining student discipline in a high school. Serves as administrative head of the school in the absence of the principal

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Discipline

- * Responsible for the discipline and good citizenship of the students.
- * Counsel with teachers who have serious persistent classroom or campus discipline problems.
- * Counsel with students.
- * Assign students to detention, as necessary.
- * On behalf of the principal, suspends any student who warrants such action.
- * Prepares case summaries for appropriate agencies.
- * Cooperates with juvenile authorities as required.
- * Cooperates with counselors in working with students who have personal problems.
- * Confers with nurse, physicians, teachers and parents regarding students who have health problems.
- * Works with the attendance department on matters that involve legal attendance problems.
- * Assists in preparing master schedule.
- * Responsible for coordinating student testing.

B. Student Activities

- * Responsible for campus supervision.
- * Assists with baccalaureate and graduation exercises, as needed.

C. Other Duties

- * Assists in the evaluation of the certificated and classified staff as directed.
- * Assumes the responsibility for the operation of the school when principal is not on campus.
- * Supervises various student activities as assigned.
- * Assists principal in the operation and maintenance of the school plant.
- * Participates in District and campus workshops and in-service training programs.
- * Maintains and keeps up to date file of community referral resources for the use of school personnel, students and their parents.
- * Plans and develops both long and short-range objectives in the area of discipline and student involvement.
- * Works with staff in development of curriculum.
- * Represents the school at meetings on matters pertaining to curriculum as requested.
- * Assists the principal in an in-service training program for certificated staff as requested.

-
- * Assists in the placement of student teachers, observers and aides.
 - * Assists principal in orientation of new teachers.
 - * Assists in preparation for registration.
 - * Assists the principal in working with teachers to maintain effective classroom procedures and practices.
 - * Confers with the counselors on the placement of students at registration.
 - * Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises employees in the high school when the principal is absent from the building. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Administrative Credential, Teaching Credential, with five years teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Administrative and Teaching Certificates, with high school emphasis.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from community, regulatory agencies, or members of the staff.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

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, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

The demands of extended workdays (coverage of building activities and extra-curricular activities, etc.) require a high level of physical endurance. This job requires the ability to handle and balance multiple demands at the same time.

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. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.