

 <p>MORGAN HILL UNIFIED SCHOOL DISTRICT</p>	<p style="text-align: center;"><i>Elementary Assistant Principal: Site Coordinator of Academics and Wellness</i></p>	<p style="text-align: center;">MHELA Certificated Position</p> <p>Initial Date: August 10, 1998 Revision Date: March 16, 2021 Range: MHELA Salary Schedule - Elementary Assistant Principal</p> <p>Reports to: Principal</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the site principal, the Elementary Assistant Principal functions as the Site Coordinator of Academics and Wellness and assists the principal in administering, monitoring and implementing the school wide reform initiatives related to academic student achievement and social-emotional wellness. Provides leadership to the staff and collaborates with fellow administrators in assuring effective and challenging curriculum and instructional and restorative justice practices are ongoing in all classrooms; guides the staff in the process of using relevant data to arrive at informed choices in making and adjusting instructional decisions and restorative and wellness practices; and assists the principal in administration and supervising the academic and wellness programs by assisting teachers in their classrooms through demonstrating, modeling, peer observations and discussions.

REPRESENTATIVE DUTIES:

- Make recommendations to the Principal concerning reform measures and underperforming school guidelines
- Work with the site leadership and data teams to provide optimal articulation of programs and ensure school wide participation in the site’s programs and activities using the data team cycle of inquiry
- Meet with teachers in small groups, curriculum teams, grade levels, and/or individually to support instructional and wellness programs
- Make recommendations to the administrative team, leadership team, parents, students and staff concerning instructional goals, student learning targets, assessment data, and specialized programs
- Provide leadership and professional development to staff in the development of curriculum, lesson planning, social-emotional learning, wellness, relevant assessments. and other instructional and programmatic activities
- Assist the Principal in gathering, analyzing and bringing relevance to student assessment data in order to identify students’ academic and wellness needs
- Work with teachers and other site support staff to provide coaching and guidance toward effective standards-based teaching and using assessment information to guide pacing and sequencing of curriculum for student academic achievement and wellness
- Oversees the school’s 1:1 mentoring program, ensuring that all students actively and regularly engage in personalized goal-setting and -monitoring.
- Designs and implements a comprehensive tiered intervention system that includes restorative practices.

- Trains and supports faculty and staff to effectively implement systems of support
- Provides individual, group, and family support services, focusing on social, behavioral, attendance and/or emotional factors that impact student achievement and wellbeing. This includes strategies to mitigate the impact of trauma, depression, anxiety, and other clinical issues.
- Provides education to students and their families on topics that include mental health, social skills, conflict mediation, grief, drug prevention, and other social emotional issues.
- Promotes parent engagement and empowerment in the educational process.
- Utilizes electronic health records for documentation pertaining to programmatic requirements, in compliance with federal, state, and Department of Mental Health regulations.
- Designs and facilitates professional learning experiences for faculty and staff, on topics including trauma-informed teaching, psychological first aid, crisis intervention, threat assessment and management, and suicide prevention services.
- Supports and collaborates with the Dean of Culture in developing and implementing a positive behavior support plan, including restorative practices and systems for effective and empowering classroom management.
- Plans, coordinates, and participates in multidisciplinary teams, including Student Success Teams, Crisis Teams, and Threat Assessment Teams.
- Ensures the rights of all students are observed and protected
- Assists the Principal in coaching, support, and evaluation of classified and certificated staff
- Assumes the role of Principal whenever the Principal is not available
- Other relevant duties, as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Standards-based curriculum development strategies
- Educational needs of diverse learners
- Applications of technology to teaching and learning
- Effective instructional strategies and instructional delivery
- Program and personnel evaluation processes
- Principles of school based management and shared decision making
- Human relations and facilitation skills

Abilities to:

- Plan, organize, direct and coordinate the work of certificated and classified staff
- Assist and deliver professional development
- Identify and respond to issues, concerns and needs of students, parents and staff
- Develop, implement and administer goals as outlined by the District and School
- Assists with budget administration.
- Communicate with District and other site administrators
- Review and prepare clear and concise reports.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.

WORKING CONDITIONS:

ENVIRONMENTAL CONDITIONS:

- Indoors and outdoors, occasionally in adverse weather conditions
- May, on rare occasions, have chemical exposure to solvents, paints, lacquers, varnish, chlorine, acid, and refrigerants
- May occasionally be in dusty environments

PHYSICAL DEMANDS:

- Dexterity of hands and fingers
- Lifting, carrying, bending, pushing, pulling, twisting, turning, climbing ladders or scaffolds
- Seeing, hearing and speaking to exchange information in a variety of settings
- Daily contact with students, employees and outside agency personnel, and contractors
- High level of contact with parents and community members
- Moderate to high stress level

EDUCATION AND EXPERIENCE:

- Minimum of 5 years' successful teaching experience at the elementary level.
- Master's Degree preferred
- Successful experience with student behavior and conduct and schoolwide approaches to wellness
- Successful experience using data and cycles of inquiry to guide decisions

LICENSES AND OTHER REQUIREMENTS:

- Holds or is eligible for a Administrative Services credential issued by the California Commission on Teacher Credentialing
- A valid California's Driver's License
- Fingerprint clearance from Department of Justice

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.