

Oak Grove School District

JOB TITLE: Assistant Principal

SALARY RANGE: A (2)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Assists the principal in the educational and administrative leadership of school programs and operations. Employees in this job classification receive indirect supervision from a Principal within a broad framework of policies and objectives. Employees in this job class may direct, coordinate, supervise, and evaluate the work of others. This job class provides assistance to the principal in the management and administration of the school's instructional programs and activities and shares responsibility for a safe and positive school climate. This job class functions as a member of the District Management Team and participates in the formulation and implementation of District policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the principal in the planning, implementation, evaluation and improvement of the school's instructional programs based upon District goals
- Share in the responsibility of a safe and positive school climate, including the management of the District and site disciplinary procedures and consequences
- Plan and design appropriate staff development and training for certificated employees of the school, as directed
- Promote communication within the school and with other District personnel
- Establish and maintain effective working relationships with students, parents, community members, and other interested school stakeholders; Serve on school and other District committees, as assigned
- Assist with school counseling and guidance, attendance, special education and other programs designed to assist students in meeting academic standards
- Shares in planning and directing of school operations including the management of facilities, development of traffic patterns, schedules, and student safety policies
- Assist the principal in screening applicants and recommending employment of personnel
- Supervise and evaluate the work and effectiveness of subordinates serving at the school site as requested; Provide appropriate evaluation data and constructive suggestions for improvement of performance and review progress
- Coordinate and provide direction/supervision of the school's co-curricular and extracurricular activities
- Assist in the enforcement of and facilitating an understanding of the school budgetary policies
- Stay abreast of educational and personnel trends and developments and employ such information in the intermediate school program
- Assume the leadership of the intermediate school in the principal's absence, as required
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Possession of a Clear California Administrative Services Credential or eligibility for Administrative Intern Program
- Demonstrated knowledge of curriculum and instructional strategies
- Knowledge of program planning, development, and evaluation methods, techniques, and practices
- Demonstrated ability to work with diverse and underserved student populations

- Knowledge of federal, state, and District laws, regulations, and policies related to school programs, operations, and facilities
- Knowledge of personnel evaluation methods, techniques, and practices
- Knowledge of proper management and supervisory techniques and methods
- Knowledge of basic facility maintenance and improvement methods
- Knowledge of budget preparation and administration
- Skill to interpret, apply, and enforce federal, state, and District laws, regulations, and guidelines
- Skill to maintain, analyze, and interpret data and to prepare necessary reports
- Skill to plan, organize, implement, and coordinate programs and activities according to established goals and objectives
- Skill to direct, coordinate, supervise, and evaluate the work of others
- Skill to perform on-site safety inspections and recommend improvement of the school facilities when necessary
- Skill to communicate effectively in both written and oral forms
- Skill to motivate others in the common accomplishment of stated goals and objectives
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties

DESIRABLE EXPERIENCE

- Intermediate school experience
- Bicultural heritage
- Bilingual (Spanish or Vietnamese)

WORKING CONDITIONS

- Office environment and outside weather conditions, as applicable
- Driving a vehicle to conduct work at office and school sites

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to manipulate educational and facilities apparatus and to operate audio-visual and educational training equipment
- Standing and walking for extended periods of time; bending at the waist, kneeling or crouching
- Hearing and speaking to exchange information in person or on the telephone; seeing to monitor children; speaking clearly and communicating effectively to present to groups
- Observing classroom instructional practices with the use of curriculum materials
- Lifting, carrying, pushing and pulling educational or school equipment
- Moderately heavy lifting up to 40 lbs

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Department.

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