

BRIEF DESCRIPTION OF POSITION:

The Assistant Principal, under the supervision of the Principal, supports an equitable high quality instructional program for all students. The Assistant Principal contributes positively to a learning environment that improves achievement and supports mastery of the California Standards for all students including English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth. The Assistant Principal is assigned areas of responsibility by the Principal including, but not limited to: instructional leadership, supervision and evaluation of certificated and classified personnel, pupil personnel matters, student athletics and activities, career technical education, categorical programs, and special education programs. The Assistant Principal participates in District level duties and responsibilities as assigned by the Principal and/or the Executive Cabinet.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides support and oversight for an equitable high quality instructional program for all students. Sets high expectations and provides appropriate support to students and staff, creates a learning environment that improves achievement and supports mastery of the California Standards for ALL students including English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth. E
2. Supervises and evaluates Certificated and Classified Staff. E
3. Monitors curriculum implementation and instructional practices on a daily basis. E
4. Participates in the development of the Master Schedule to ensure that students have equitable access to a rigorous curriculum including a path to college and career readiness that satisfies the UC/CSU A-G college entrance requirements. E
5. Administers federal, state, and local assessments as assigned by the Principal.
6. Works collaboratively to examine student work, student achievement data, and other available data to identify areas for instructional and operational improvement. E
7. Participates in the oversight and development of the School Site Plan, participates in the development of the Local Control Accountability Plan, and other plans related to site initiatives. E
8. Participates in and provides support for the ACS/WASC accreditation process. E
9. Coordinates assigned areas of the school's categorically categorical funded programs as assigned by the principal, ensures compliance with Federal, State, and Local mandates as required. E
10. Supports professional learning for certificated and classified personnel. E
11. Enforces federal, state, and local laws, policies and due process rights relating to student discipline and attendance and Special Education. Interprets such laws, policies and rights to students, parents, staff, and community. E
12. Supervises school activities as assigned by the Principal. E
13. Works with staff to promote a high level of customer services as part of the school's culture and creates positive public relations with parents and the community. E
14. Provides oversight, and support for counseling and guidance program and other student support programs and projects including, but not limited to: school culture, behavioral interventions, social and emotional support, and systems of positive behavior. E
15. Provides support, and oversight for the development and implementation of the Safe School Plan and the District's disaster and safety preparedness plan. E
16. Recommends highly qualified and outstanding candidates for Certificated and Classified employment to the District. E
17. Attends IEP's as assigned and ensures implementation of IEP goals and objectives. E
18. Participates as required in in District level duties and responsibilities as assigned by the Principal and/or the Executive Cabinet. E
19. Supervises and coordinates the maintenance, operations and transportation functions at the site as assigned by the Principal. E
20. Performs other duties as assigned.

REQUIREMENTS:

- WORK YEAR:** Certificated Management Work Year; 213 days
- CREDENTIAL:** Current valid Teaching Credential (preferred) or current valid Pupil Personnel Services Credential; and Current valid Administrative Services Credential
- EDUCATION:** Master's degree in education or related field from an accredited college or university
- EXPERIENCE:** Five years successful experience as a certificated teacher (required) or certificated counselor or in other certificated support credential service (required).
Extensive experience working with diverse student populations.
- OTHER:** Bilingual in Spanish (strongly preferred)
Knowledge of Mixteco, Tagalog, and other world languages (preferred)
- SALARY:** Certificated Management Salary Schedule
- BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance + Car Allowance + Doctoral Stipend (for a verified earned doctorate)