

BUENA PARK SCHOOL DISTRICT

ELEMENTARY SCHOOL ASSISTANT PRINCIPAL

DEFINITION

Under the direction of the school principal, to assist in the administration of the elementary school facility; to assist in the planning, development, and implementation of site operational goals and objectives; to assist in the planning, development, and conduct of staff development and training programs; to assist in the planning, development, organization, and monitoring of all specially funded programs at the school site; to assist in developing and monitoring a comprehensive educational program for pupils participating in a specially funded program; to assist in the evaluation, review, and in the development of program results analyses and audit reports; and to do other related functions as directed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Assists the principal in the overall administration of the school; serves as the principal in the absence of the regular principal; assists in the evaluation of certificated and classified staff; assists in the development of school schedules and assignment of staff; assists principal and teachers as a liaison between home and school; assists with written communication to staff and parents; assists principal with management of program budgets, textbooks, audiovisual equipment, requisitions, purchases, and allocates instructional supplies, materials, and equipment, etc.; assists in maintaining discipline and deals with special cases as necessary; assists with special programs and pupil services such as health related needs/activities; special education, bilingual, specially funded programs and student government; serves with parent, staff, and student groups as requested in advancing educational and related activities and objectives; performs such record keeping functions as the principal may direct; works closely with the school principal and the instructional personnel in the planning, organization, and fulfillment of specially funded program goals and organization, and fulfillment of specially funded program goals and objectives; assists in the categorical program budget planning and expenditure control process; reviews materials, supply, and equipment requests to ensure that categorical program purchases meet program guidelines and regulations; reviews, analyzes, and evaluates the history, background, and assessment of pupils identified and participating in specially funded programs in designing instructional methods and techniques to ameliorate pupil learning needs; assists instructional personnel and the site principal in the development of program evaluation designs and in monitoring and auditing the program activities to ensure that result goals and objectives are met; collects and compiles data required for the preparation of mandated program reports; participates in the evaluation and review of categorical programs and provides information and clarification as required by the evaluation and review team; continues to grow professionally through participation in professional organizations; performs such other tasks and assumes such other responsibilities as the principal may assign.

QUALIFICATIONS

Knowledge of:

Student discipline and behavior.

Educational, curriculum, and instructional goals and objectives and the educational trends and research findings pertaining to public education.

Modern office practices, procedures, and equipment.

Record keeping techniques.

Principles and practices of administration, supervision, training and counseling.

School district organization, operations and objectives.

Oral and written communication skills.

Applicable sections of State Education Code.

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Ability to:

Plan, organize, develop, monitor, and evaluate a comprehensive teaching and instructional program for pupils of varying socio-economic and cultural backgrounds at the elementary level and instructional personnel in service training programs.

Effectively assess the instructional and educational needs of pupils and design, develop, and recommend sound instructional and educational programs designed to meet specifically identified pupil needs.

Deal effectively with students.

Communicate effectively with others.

Work cooperatively with others.

Establish and maintain effective working relationships with others.

Plan and supervise work.

Train and supervise personnel.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Ability to perform essential functions of the job with or without reasonable accommodation.

EXPERIENCE

Four years of successful elementary teaching experience plus the successful completion of a comprehensive administrative internship training program or previous administrative experience.

EDUCATION

Possession of an earned master's or higher degree from an accredited college or university in educational administration, instructional technology, or a closely related field.

CERTIFICATION REQUIREMENT

Possession of a valid California credential authorizing service as an elementary school principal.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.