

## **BUENA PARK SCHOOL DISTRICT**

### **JUNIOR HIGH SCHOOL ASSISTANT PRINCIPAL**

#### **DEFINITION**

Under the direction of the school principal, to assist in the administration of the Buena Park Junior High 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; and to do other related functions as directed.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

Responsible for, but not limited to, the following assigned areas of duties and responsibilities:

Serves as the operational manager of the junior high school facility; reviews, evaluates, requisitions, purchases and allocates instructional supplies, materials, and equipment; establishes and maintains a positive team building and team management system; develops expenditure and control procedures to ensure a cost beneficial and cost effective operational mode; assists in the planning, development, organization, coordination, and supervision of instructional programs and activities, which include curriculum, program and activity development; plans, organizes and develops a master program schedule and calendar; registers, designs a program, and develops individual student instructional schedules; may assist in the planning, organization, and coordination of an instructional support program, including pupil services such as health-related needs/activities; special education programs and bilingual education programs; reviews, audits, and evaluates noninstructional personnel performance and provides technical performance evaluation input; may assist in the planning, development, and organization of site advisory committees and groups; assists in the development and implementation of staff motivation strategies; aids in resolving conflicts and resolving personnel rights disputes; supervises, observes, assesses, and evaluates site personnel as assigned by the principal; confers with instructional and support personnel in developing alternative problem solutions to unusual or unforeseen problem areas. May perform a variety of guidance related activities, including educational and social counseling and the conduct of standard and criterion referenced placement aptitude tests; plans, organizes, and coordinates the campus supervision; may assist in the planning, organization, and coordination of an instructional support program, including pupil services, instructional materials development, storage and retrieval systems, and a variety of other related activities; plans, organizes, and conducts a comprehensive student body activity program including co-curricular activities, budget planning and expenditure control, and student government functions and activities; may serve as a liaison to safety and youth services agencies in resolving student management and control problems and student attendance and welfare problems; plans, organizes, and coordinates the athletic programs for the student body; develops an orderly system for the distribution and maintenance of the lockers for all students; may assist in the development and implementation of staff motivation strategies; aids in resolving conflicts and resolving personnel rights disputes.

#### **MAJOR FOCUS**

The duties and responsibilities of the Junior High School Assistant Principal will include the following areas:

1. The master schedule of classes.
2. The operations of the school plant.
3. The maintenance of the school plant.
4. Transportation of pupils.
5. Emergency preparedness.
6. Audiovisual needs of the certificated staff.
7. Special education programs.
8. Bilingual education programs.
9. Testing.
10. Classified staff development and evaluation.

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**MAJOR FOCUS (cont.)**

11. Program evaluation.
12. Pupil attendance.
13. Pupil discipline and behavior modification programs.
14. Student activities, i.e., student council.
15. Supervision of site campus.
16. Athletic programs, i.e., after-school sports.
17. Student lockers, i.e., distribution and maintenance.

**QUALIFICATIONS**

**Knowledge of:**

Principles, techniques, strategies, goals, and objectives of public education.

Philosophical, economic, and legal aspects of public education.

Procedures, methods and strategies of organization, management and supervision.

Modern innovative and creative curriculum and instructional trends for the junior high age child.

Curriculum development, instructional program delivery strategies, and program supervision, assessment and evaluation.

Result and performance evaluation techniques pertaining to program and personnel and performance effectiveness.

Human relations strategies, conflict resolution strategies and team building principles and techniques.

**Ability to:**

Direct, lead, and coordinate the multifaceted functions and activities of a junior high school.

Demonstrate effective instructional, organizational, and administrative leadership.

Analyze problems, determine alternative solutions, and make appropriate and effective decisions.

Communicate effectively in oral and written form.

Plan, develop, and maintain effective organizational and community relationships.

Perform essential functions of the job with or without reasonable accommodation.

**EXPERIENCE**

Five years of appropriate teaching experience, preferably with a minimum of two years at the junior high school level 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 a junior high 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.