

ALAMEDA UNIFIED SCHOOL DISTRICT

JOB TITLE: Assistant Principal - High School

BASIC FUNCTION:

To assist the Principal in any way possible in fulfilling his/her chief responsibility of promoting the educational well being of each student in the school.

DUTIES AND RESPONSIBILITIES:

- Assists the Principal in the general administration of the school and serves as Principal is absent.
- Assists the Principal in such tasks as:
- Maintaining the procedures for the safety of students and personnel and for use in the school operation.
- Requisitioning and maintaining an inventory of materials, supplies, texts, and equipment necessary for use in the school operation.
- Proposing schedules of classes and supervising extracurricular activities.
- Assisting in the preparation of the school master schedule.
- Compiling annual budget requests.
- Coordinating transportation, custodial, cafeteria, and other support services.
- Reporting and monitoring of student attendance and developing procedures for follow-up action.
- Maintaining discipline throughout the student body.
- Providing supervision on and off campus for students.
- Seeing that substitutes are present and covering classes.
- Assisting department chairpersons in the assigning and evaluation of student teachers.
- Working with parents, faculty and student groups in advancing educational and related activities.

- Assisting with appraisal and evaluation of the instructional program.
- Performs such other tasks and assumes such other responsibilities as the Principal may from time to time assign.

EDUCATION AND EXPERIENCE:

The general qualifications and credential of a teacher in the state.
At least 5 years teaching experience.
A valid California Administrative Credential.
A Master's Degree from an accredited institution.

WORKING CONDITIONS:

ENVIRONMENT:

Student and educational environment.
Office environment.
Constant interruptions.
Student activity monitoring.

PHYSICAL DEMANDS:

Standing for extended periods of time.
Sitting for extended periods of time.
Dexterity of hands and fingers to operate computer keyboard and other office equipment.
Bending at the waist, kneeling or crouching.
Hearing and speaking to exchange information in person or on the telephone.
Lifting moderately heavy objects.

REPORTS TO:

Site Principal

SUPERVISES:

Certificated and classified personnel assigned to building staff.

TERMS OF EMPLOYMENT:

210 Days

EVALUATION:

By Site Principal

SALARY:

\$81,061.53 - \$105,206.80 annually