

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Elementary Assistant Principal

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Credential

EDUCATION: Required M.A. or M.S.

EXPERIENCE: Required Minimum of three years of credentialed service.

Desirable Five or more years of teaching and/or administrative experience at the elementary level.

PERSONAL

QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the principal, the Elementary Assistant Principal will assist in the evaluation and administration of the operations and programs of the elementary school; participate in staff, student, and community activities; assist with the supervision and evaluation of certificated and classified staff; assist in monitoring the site's curriculum and instruction; assist with communications between the District and other educational and community partnerships.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the duties of the Elementary Assistant Principal shall be as follows:

1. Perform a variety of administrative duties to assist the principal in managing an elementary school; assume the duties of principal in his/her absence.
2. Plan, organize, coordinate, and direct instructional activities, extracurricular events, special programs, and plant operations at the elementary school; implement and modify the school's mission, goals, and objectives.
3. Assist the principal with the preparation and maintenance of a variety of District, county, state, and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, and academic achievement.
4. Assist the principal in the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators, communicate with teachers to assure that instructional programs meet student needs and District requirements.
5. Assist the principal in the interview, selection, direction, evaluation, and supervision of certificated and classified personnel at the elementary school; assist in the evaluation of support personnel assigned to the school; assign faculty and staff as appropriate to meet school objectives.

6. Assist the principal and directly participate in classroom visitations and observations; recommend discipline, reassignment, or termination action as appropriate; document evidence of substandard performance.
7. Assist the principal in planning and directing the business operations of the elementary school; developing and administering site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.
8. Assist the principal in communication links with community and parent groups; conduct articulation activities, prepare correspondence using a variety of modalities, including (but not limited to) technology, print, and/or in person, on behalf of the school, and publicity for special events and achievements as appropriate.
9. Assure the health, safety, and welfare of students; supervise the attendance program, behavior management, counseling, guidance, and other support services; provide individual academic and personal counseling to students and parents; develop and maintain positive student and staff relations.
10. Organize, administer, and direct operations of the school plant; assure proper management, maintenance, and inventory of materials, equipment, buildings, and grounds.
11. Assist the principal with the implementation of staff development and trainings; communicate with site and District personnel; update staff on revised policies and procedures, and implement changes.
12. Assist the principal by conducting a variety of meetings with faculty, parents, students, and community representatives; coordinate and meet with school site advisory groups; conduct student/parent appeals; respond to and resolve parent, student, and staff complaints; represent the school at Board, District, and community functions.
13. Assist the principal in implementing, directing, and evaluating instructional and categorical programs in accordance with state and federal laws, District regulations, and other specifically funded program requirements.
14. Enforce applicable state and District codes, policies, and laws; administer District and school site discipline policies and safety programs.
15. Assist the principal with the maintenance of comprehensive and complex files pertaining to school personnel, plant facilities, inventories, financial information, contracts, insurance, and legislation.
16. Supervise, direct, or attend a variety of student activities during the day or in the evening.
17. Assist the principal in determining teacher grade level assignments, student classroom placement, and a variety of instructional schedules in support of the overall instructional program.
18. Perform other related duties as assigned.