

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

TITLE High School Assistant Principal

### QUALIFICATIONS

CREDENTIAL: Required Appropriate California Credential

EDUCATION: Required B.A. or B.S.

Desirable M.A. or M.S.

EXPERIENCE: Required Minimum of three years of credentialed service.

Desirable Five or more years of teaching and administrative experience at the high school 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, assists in organizing and administering a program which will provide an atmosphere conducive to the total development of the student; participates in maintaining a positive public image for the school.

### DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the High School Assistant Principal's job performance will include the following:

1. In the absence of the principal, the duties and responsibilities of the principal will have been effectively assumed.
2. Assistance in the general program evaluation of the school will have been capably directed, coordinated and evaluated.
3. Assistance in the coordination of department and faculty meetings will have been appropriately provided.
4. State, federal and district reports will have been effectively coordinated for timely completion.
5. A program of articulation with intermediate schools, high schools, junior colleges and youth-serving agencies will have been effectively coordinated.
6. Appropriate assistance will have been given in assessing the financial needs and the budget planning for the schools.
7. Routine activities including, but not limited to, the following will have been effectively implemented and coordinated; campus/co-curricular supervision and conduct of school safety program.

8. Effective assistance will have been given in recruiting and recommending of personnel including placement of instructors in staffing assignment.
9. Use of school facilities by both inside and outside agencies will have been effectively coordinated.
10. Appropriate assistance will have been given to the principal by effective supervision/evaluation of certificated and classified employees including classroom observations.
11. In accordance with district and school goals, curriculum development, implementation, evaluation and revision as well as the development of courses of study will be effectively facilitated and monitored.
12. The student services program will have been effectively administered.
13. The total co-curricular program will have been effectively administered.
14. A system of general financial control and monitoring of programs, including abatements, will have been effectively administered.
15. Assistance in the planning, coordination, implementation and evaluation of inservice programs and pilot programs will have been efficiently accomplished.
16. Effective assistance regarding liaison program between school and community which includes the management of publications/communications between schools and community will have been given.
17. Problems involving students, parents and staff will have been effectively resolved.
18. The custodial function and administration of the general operational aspects of the school will have been effectively coordinated.
19. Appropriate assistance will have been given in administering and managing the classified and certificated contracts.
20. The administration of summer school will have been effectively coordinated.
21. The special education program at the school will have been effectively supervised and coordinated with the district program.
22. The master schedule, including staffing recommendations, and the plan for registering and scheduling of students will have been effectively prepared and recommended to the principal.
23. A student data retrieval system organization and the maintenance of the system for student record keeping will have been effectively and accurately managed.
24. The testing program will have been effectively administered to provide reliable evaluative and diagnostic data.
25. Effective direction, coordination and evaluation will have been provided for the counseling and guidance program.
26. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.

27. Annual Objectives deemed appropriate by the supervisor will have been established.
28. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
29. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions and its schools.
30. The program of student control and discipline will have been effectively directed and coordinated.
31. Other duties assigned by the supervisor will have been effectively accomplished.