

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Middle School Assistant Principal

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Credential

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

EXPERIENCE: Required Minimum of three years of credentialed service.

Desirable Five or more years of teaching and administrative experience at the secondary 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 Middle School Assistant Principal's job performance will be as follows:

1. The responsibilities of the principal will have been satisfactorily assumed in his/her absence.
2. Student activities, such as assemblies, dances, yearbook, clubs, student store and student council will have been competently directed and supported.
3. The Master Schedule will have been developed annually and data processing procedures accurately coordinated.
4. Registration and scheduling procedures will have been developed and coordinated annually and attendance and record processing satisfactorily maintained.
5. The processing of student referrals will have been consistently supervised in accordance with school and district policies.
6. The assistant principal will have assisted appropriately in the coordination of the Counseling Department.
7. The assistant principal will have effectively assisted in maintaining and establishing school policies and procedures.

8. The assistant principal will have assisted in the supervision, utilization, maintenance, improvement, and security of the school plant in a competent manner.
9. A Master School Calendar, monthly calendars, and daily bulletins will have been efficiently developed.
10. Staff duties will have been regularly coordinated.
11. The assistant principal will have provided effective assistance in communication with staff.
12. Coordination of ASP and SARB referrals, inter and intra district transfers, ITBS and proficiency testing, LEP/NEP and special education referrals will have been provided.
13. The assistant principal will have assisted in the annual revision of faculty and student handbooks.
14. The assistant principal will have capably conferred with parents and students.
15. The assistant principal will have supervised students effectively.
16. The assistant principal will have established and regularly tested the fire/disaster drill procedures.
17. The assistant principal will have appropriately assisted in the screening, selection, transfer, and dismissal of personnel.
18. Assigned certificated and classified personnel will have been adequately supervised and appropriately evaluated.
19. 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.
20. 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.
21. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
22. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
23. Other duties assigned by the supervisor will have been effectively accomplished.