COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

November 2020
New Job Description
Board Approval Date November 2, 2020

Assistant Principal TK-5

Definition

The Assistant Principal TK-5 is responsible for administration, supervision, and evaluation of selected programs and personnel in the instructional areas of the school and assisting the principal and staff in achieving the necessary climate for effective instructional experiences that will enable students to make optimum progress toward the attainment of District goals.

Essential Duties and Responsibilities

- Communicate with school, district staff, parents, and others regarding selected instructional programs and procedures of the school;
- Assist school staff to develop responsible student citizenship;
- Initiates, implements, coordinates, and evaluates plans and procedures for revising, updating, and refining the educational programs and operations of the district under his/her direction including appropriate in-service activities;
- Plans, organizes, staffs, directs, and controls selected programs of instruction in an elementary school;
- Select, assign, provide training, and evaluate assigned personnel;
- Evaluate selected instructional programs and related conditions requisite to the ultimate achievement of district goals;
- Establish, distribute, and expend within budgetary restrictions any financial resources assigned;
- Establish and maintain contact with community organizations and institutions which may provide educational resources to assigned instructional programs;
- Adhere to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes, and other applicable laws and regulations;
- Assist in carrying out other duties and responsibilities as directed.

Required Qualifications

- Multiple Subject credential;
- Administrative Services credential;
- Master's degree.

Preferred Qualification

- Training beyond credential requirements in the field of curriculum planning and the supervision of instruction and/or personnel.

Training and Experience

- Five years of experience in education;
- Elementary teaching experience involving broad knowledge.

Knowledge of

- Teaching techniques and methods;
- Curriculum planning and development;
- Principles of teacher supervision;
- Community relations methods;
- Human relations as applied to teachers, students, and community.

Ability to

- Communicate well, both orally and in writing;
- Effectively plan and organize the work of others;
- Establish and maintain cooperative and effective working relationships;
- Relate well to staff and students;
- Evaluate teacher effectiveness.

This position will be paid on the certificated management salary schedule, ($109,855.68 - $120,303.12 annually), 11 months (213 days).