

# EXCELSIOR CHARTER SCHOOLS

## JOB DESCRIPTION

**TITLE: ASSISTANT PRINCIPAL**

### **BASIC FUNCTION:**

Under the direction of the Principal provides support to the instructional process with specific responsibilities for directing assigned programs and services. Assists the Principal with developing, implementing and managing school policies, regulations and procedures, coordinating school activities and events.

### **ESSENTIAL DUTIES:**

- Know and be committed to Excelsior's Vision, Mission, and Values.
- Assists in the establishment of goals and objectives for the school.
- Assist the Principal in providing leadership, direction, and oversight for the administrative and instructional functions of the school.
- Assist Principal in establishing and maintaining a safe, orderly and purposeful school environment characterized by collaboration and conducive to learning for all.
- Enforce and establish disciplinary procedures which allows due process to the rights of students; familiarizes students, staff, and parents with the disciplinary procedures.
- Intervene in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing success skills.
- Assist the school principal in ensuring that the school's policies and procedures related to student discipline referrals and discipline action plans are aligned with Excelsior's Board policies, state and federal requirements.
- Monitor buildings, school grounds, and pupil movement to ensure a safe and orderly environment at the school.
- Assist in coordinating of the school's accreditation programs.
- Supervise extra and co-curricular activities in the school at the direction of the school principal.
- Assist in the development and implementation of the school safety and emergency preparedness plans.
- Effectively communicate the Vision, Mission and Values of Excelsior to staff, parents and students in order to create a community of shared values and purpose.
- Clearly and consistently communicate instructional goals, priorities, procedures and accountability so that staff accepts responsibility for student success.
- Supervise assigned personnel, conduct performance evaluations, and make appropriate recommendations.
- Oversee and supervise the Associate Student Body activities.
- Work with coaches and athletic director to develop and maintain a sound athletic program and the Athletic Program.
- Assist Principal in developing personnel assignments and duty rosters.

- Make presentations to faculty, students, and parents as requested by the Principal
- Coordinate Excelsior’s Success Skills program
- Assist in developing and maintaining appropriate school site budget
- Assist in developing the Master Calendar.
- Investigate student accidents and other incidents and take appropriate action.
- Ensure adherence to federal and state laws, reporting requirements and maintenance of school plans.
- Assist the Principal with such other duties as may be assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Laws, rules and regulations related to Charter Schools, including applicable sections of the State Education Code and Board policies or other applicable laws.
- Operation of office machines including a computer and specified software applications.
- Budgeting practices regarding monitoring and control including financial and statistical record keeping.

### **ABILITY TO:**

- Be an active listener and have positive, professional interactions at all levels and in all situations in order to maintain effective relations with students, staff, parents and community members.
- Carry out supervisory matters requiring knowledge of School policies, procedures and related rules and regulations, federal guidelines and related codes and laws.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Exercise independent judgment and analysis to coordinate operations and adopt effective courses of action.
- Maintain records, prepare reports and deliver presentations.
- Operate a variety of office equipment including word processor, computer, printer, scanner, facsimile machine, calculator, copier, etc.
- Work independently and participate as a team member in a collaborative environment.

## **QUALIFICATIONS:**

- Preliminary or clear California Teaching Credential
- Administrative Services Credential or work towards an Administrative Services Credential.
- Masters Degree or work towards a Masters Degree.

## **WORKING CONDITIONS:**

- School campus environment as well as office environment
- Irregular or extended work hours.
- Requires moderate lifting, 15-50 pounds.
- Generally the job requires 50% sitting, 35% walking, and 15% standing
- May require travel to various locations.