

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT PRINCIPAL-HIGH SCHOOL

BASIC FUNCTION:

Under the direction of a Principal-High School, organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at the high school; assist the Principal with administrative duties involving student conduct, attendance, school plant operations and others as assigned; supervise assigned certificated and classified personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and participate in programs and activities related to the operation of the high school, including instruction, student discipline and other programs and activities; enforce applicable State and District codes, policies and laws.

Supervise designated certificated and classified personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff; observe, evaluate, intervene, and investigate the activities and behaviors of faculty and staff to assure compliance with Education code and/or assigned job duties.

Develop and administer disciplinary procedures in accordance with District policies and State laws; receive referrals and confer with students, parents, teachers and community agencies; investigate, evaluate, respond to and resolve parent, student and staff complaints; communicate with mental health, child protective services and others regarding student intervention needs as appropriate.

Provide oversight of the School Attendance Review Board (SARB) process; monitor student progression in the SARB process; conduct school attendance and detention data development and analysis; attend SARB hearings at the District Office; work with counselors and administrative staff to coordinate the preparation of reports and conferences.

Establish, enhance and revise Positive Behavioral Intervention and Supports (PBIS) and other behavior modification systems for staff and students at the site and District level; develop behavioral contracts.

Assure the health, safety and welfare of students; assure the site meets legal standards to be in compliance with the Williams Act settlement, applicable Education Codes and OSHA requirements; coordinate with maintenance and custodial resources to assure operational status of facilities and overall school cleanliness; work with the School Resource Officer to assure school safety and to coordinate investigations.

Oversee the testing, evaluation and eligibility of students for inclusion in special programs including Alternative Education Placement, Special Education, Advanced Placement and others as assigned by the position; schedule testing activities, train staff and oversee student testing activities; participate in the development of Section 504 plans as assigned.

Attend, chair, or participate in a variety of school and District-wide meetings, committees and

panels as assigned; create and coordinate various community and staff training events.

Provide direction to a variety of faculty, staff and student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate; guide and enhance instructional leadership methods for various departments; conduct departmental meetings and maintain current knowledge of the departments' instructional focus and needs.

Prepare and maintain a variety of District, County, State and federally-mandated records and reports regarding student attendance, discipline, safety and others as directed.

Supervise students on campus and during sporting events, dances, and other school-wide activities; monitor lunch and after school detention, performances, and Saturday school activities; collaborate with staff regarding student attendance, and to resolve issues or concerns.

Plan and coordinate various activities events for the high school including school drills, baccalaureate program, grad night, back to school night and others as directed; maintain the master calendar of activities as assigned by the position.

Serve as Principal during Summer School as assigned; coordinate activities and operations and work with counselors to determine failure rates, hire teachers, order supplies and discipline students.

Provide support to other high school programs such as Associated Student Body (ASB) accounting, athletics, and food services as directed.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work.

Assist the Principal with special projects as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and school organization, operations, policies and objectives.

Principles of school administration and management.

Approved high school curriculum and District requirements.

Principles and practices of adolescent development, motivation and learning.

State and District attendance accounting and reporting requirements.

Behavior intervention and assessment techniques.

Conflict resolution techniques.

Approved methods and types of disciplinary action.

Health and safety regulations applicable to the high school campus.

Applicable sections of the Penal Code, Education Code and other applicable laws related to assigned areas.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.
Public speaking skills.

ABILITY TO:

Perform administrative and educational leadership functions.
Develop and implement a variety of plans and programs to improve the maintenance and operation of the school facility.
Supervise and evaluate assigned certificated and classified personnel.
Provide oversight of the SARB process.
Communicate effectively with parents, teachers, authorities and others regarding attendance and discipline problems.
Prepare and maintain narrative and statistical records and reports.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Communicate effectively both orally and in writing.
Explain, interpret and assure compliance with rules, regulations, policies and procedures.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in administration or related field and four years of classroom teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential.
Valid California Administrative Services Credential.
Valid California Class C Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Occasional evening or variable hours.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to monitor students and read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.

HAZARDS:

Potential contact with dissatisfied or abusive individuals.

Employee_____Date_____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017