GATEWAY UNIFIED SCHOOL DISTRICT

4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: K-8 ASSISTANT PRINCIPAL

DEFINITION:
The Assistant Principal is responsible to assist in the instructional program and the administration, management and operation of the school.

DISTINGUISHING CHARACTERISTICS:
This position requires expertise in current educational research trends, and in-depth knowledge of curriculum, instruction, and adult and student learning practices.

This is a sedentary position classification and performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, working with educational materials and objects, and providing oral information and direction.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

ESSENTIAL FUNCTIONS:
- Assists in managing the physical facility by identifying needs and recommending modifications to ensure a safe school environment.
- Participates in Student Study Team, Student Assistance Program or IEP meetings, etc.
- Assists in planning, designing, and facilitating the instructional programs and activities designed to meet the needs of all students.
- Coordinates student activity programs.
- Assists in ensuring a safe school environment.
- Assists with monitoring student attendance and works with outside agencies to improve student attendance.
- Serves as the principal designee.
- Assists the Principal in the development and implementation of a student management program.
- Observes students and in consultation with teachers/parent/or other adults facilitates the development of an educational plan or behavior program that will help improve student learning.
- Assists in developing short, mid and long-term planning strategies for an exemplary educational program.
- Assists in planning and facilitating a variety of support systems which meet the needs of all students.
- Assists in selecting, coaching, supervising, and evaluating all school personnel.
- Provides assistance when implementing categorically funded programs according to Federal, State, and District guidelines.
- Assists in the administration of the collective bargaining agreements.
- Participates in District and site committees and task forces.
- Develops and utilizes outside referral sources in the interest of supporting students who have special needs.
- Performs other duties as assigned.
- Assists in ensuring effective student, parent and community communication.
- Implements school and district policies and procedures.

QUALIFICATIONS:

Knowledge of:
- Current educational trends;
- Curriculum development strategies, instructional delivery systems, and program evaluation processes;
- Conflict resolution and team building strategies.

Ability to:
- Assist in all areas of a K-8 school;
- Systematically analyze problems and find alternative solutions;
- Communicate effectively orally and in written form;
- Establish and maintain effective organizational, public and community relationships;
- Implement change effectively.

EXPERIENCE AND EDUCATION:

- Credential: Valid California Teaching and Administrative Credentials authorizing service as an Assistant Principal.
- Education: Master's degree preferred.
- Experience: Three years of successful teaching and/or administrative experience.

Reports directly to the Principal.