TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Assistant Principal – Elementary/Middle School **CLASSIFICATION: Management**
DEPARTMENT: School Site

FUNCTION:

Under the direction of the principal, plans and maintains a comprehensive, equitable, instructionally effective and compliant program that measurably accelerates the academic achievement of all student groups and targeted populations, including English learners, low income students, foster youth, homeless students, students with disabilities, and struggling students. Manages student behavior, attendance, school climate, and parent involvement. Supervises and evaluates the performance of assigned staff.

QUALIFICATIONS:

- A minimum of three years of teaching experience
- California teaching credential
- California administrative credential (or eligibility for a credential)

ACADEMIC ACHIEVEMENT

Assists the principal in providing leadership. Supports the principal in building a high-performing school staff and leadership team that accelerates student achievement, resulting in positive measurable outcomes.

Supports the principal in helping all staff set high personal and school performance goals. Makes data-driven decisions.

Monitors progress of unduplicated students, adjusting support as needed. Communicates with families and staff to improve student success.

Supports standards implementation and lesson design using evidence-based strategies, coaches staff, and plans and presents professional development.

Supports the instructional use of technology and manages technology maintenance.

Plans and manages assessment processes, including state testing, benchmark assessments, and others. Compiles, analyzes, interprets, and presents data. Uses performance data to develop student-centered goals for improving learning and teaching in classrooms to eliminate the achievement gap. Coordinates and leads the SST process.

Works with the principal and staff to develop instructional master schedules and to assign students to multi-tiered systems of support (MTSS) groups and/or courses that meet individual learning needs.

SCHOOL CLIMATE AND STUDENT SUPPORT

Collaboratively implements a plan for Schoolwide Positive Behavioral Interventions & Support (PBIS) that encourages students to set goals and monitor their own behavior. Receives referrals and manages student behavior in accordance with the Education Code, federal law, and district policy and procedures.

Manages administration of school climate surveys, including the California Healthy Kids Survey. Reports on student behavior and other climate-related data.

Supervises students and trains other supervision personnel.

Administers student activity program and supervises student activities within and outside the school day, including but not limited to student government, athletics, competitive robotics, Associated Student Body budgets, and school assemblies and performances.

Develops, in collaboration with teachers, Student Support Specialists, and other staff, individualized plans to improve student behavior.

Manages student attendance accounting and SART/SARB processes. Monitors and organizes attendance functions; prepares letters and contacts parents as needed regarding absent or tardy students.

PARENT INVOLVEMENT
Participates in IEP meetings as the administrative representative to the IEP team.
In collaboration with the principal and staff, plans and manages parent nights.
Manages the volunteer program, including training and recordkeeping.

SCHOOL MANAGEMENT
Works with the school secretary to manage the ordering and distribution of textbooks and other instructional materials.

Assists with the supply ordering process and assists with the site budget planning process and expenditure control.

Supervises and evaluates the performance of designated certificated and classified personnel in accordance with the district's evaluation process; provides clear, constructive feedback to improve staff effectiveness; assists with recruiting, interviewing, and selecting new teachers and staff.

Assists in planning, supervising, and directing the operation of the school in accordance with district policies and procedures. Manages records as required, and prepares documents, data, plans, and reports as assigned.

Assists with regular inspection of the school facility, reporting needed repairs as needed.

Enforces district policies and applicable federal and state laws and regulations.

Resolves family, student, and staff complaints.

Establishes and maintains positive communication and collaborative relationships with staff, families, students, and the community; attends and actively participates in a variety of meetings and events to represent the school in a positive manner.

KNOWLEDGE OF:
- The California Standards for the Teaching Profession
- The California Education Code
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:
Communicate effectively, verbally and in writing; establish and maintain positive working relationships; plan, organize and coordinate the management functions and activities of an elementary/middle school; demonstrate outstanding leadership; be flexible; analyze and define problems and issues, collect data, establish facts, and draw

conclusions to develop appropriate solutions; understand and carry out directions with minimal accountability controls; and manage multiple tasks.

DESIRABLE QUALITIES:

- Ability to articulate school and District policy
- Energetic approach to responsibilities
- Positive personality; sense of humor and compassion
- Creative ability
- Ability to visualize and implement change
- Potential for growth

OTHER:

Performs administrative duties and responsibilities in the absence of the principal.
Performs other duties as assigned.

LENGTH OF WORK YEAR

205 days

WORKING CONDITIONS:

- Constant interruptions.
- Driving a vehicle to conduct work.