

## JOB DESCRIPTION

TITLE: Vice/Assistant Principal, Grades 6-12

CLASSIFICATION: Certificated

REPORTS TO: Principal

### DESCRIPTION:

Assisting the principal in all areas of planning and implementation of a comprehensive and balanced schedule of classes for all grade levels. Developing and coordinating a support system for all staff members and ensuring that staff has the necessary training and materials needed to provide the highest degree of instruction for all students. The primary responsibilities of the Assistant Principal include assuming leadership of all academic affairs dealing with the supervision of counseling, instruction, and curriculum and master schedule creation.

### PERFORMANCE RESPONSIBILITIES:

- Assisting the principal in supervising and evaluating all site certificated and classified personnel.
- Assisting the principal in the supervision and implementation of all curriculum.
- Assisting in the planning and implementation of all site in-services.
- Assisting in the recruiting and selection of site staff.
- Assisting in the development and coordination of the site master schedule of classes.
- Assisting in the coordination of all special programs.
- Assisting substitute teachers in curricular matters.
- Assisting in the coordination of the site student assessment program.
- Assisting in the general administration of the school.
- Performing other duties as assigned.

**QUALIFICATIONS:**

- Masters degree (emphasis in Educational Leadership, Organizational Leadership or Curriculum and Instruction preferred)
- Administrative credential
- Five years of successful teaching experience

**TERMS OF EMPLOYMENT:**

203 days, Management Salary Schedule

BOARD APPROVED 1/24/95 jobdesc\asstprin.612