

JOB DESCRIPTION

TITLE: Assistant Principal, Grades K-5

CLASSIFICATION: Certificated

REPORTS TO: Principal, Grades K-5

DESCRIPTION:

Assisting the principal in planning and implementing all aspects of school operation including supervising and evaluating staff, handling student discipline, coordinating the School Improvement Program, and directing student activities.

PERFORMANCE RESPONSIBILITIES:

- * Assuming responsibility for the school in the absence of the principal.
- * Developing and coordinating school-based programs, ensuring their compliance with state and federal regulations.
- * Assisting the staff in generating a yearly plan for the school and preparing periodic state reviews.
- * Assisting in developing, implementing, and overseeing the program for student discipline.
- * Planning and implementing the student activities program.
- * Coordinating and supervising the duties and activities of the playground supervisors.
- * Assisting with the implementation of the special education and Student Study Team programs.
- * Assisting in ensuring proper maintenance and upkeep of the facility.
- * Assisting in coordination of counselors and psychologists, the progress and condition of at-risk students.
- * Assisting with the activities of parent and community organizations.
- * Assisting with developing, implementing, and evaluating the inservice training program.
- * Participating in the interviewing, hiring, training, and evaluating of staff members.

- * Assisting with the coordination of site needs and the data processing department.
- * Assisting in the coordination of the student testing program.
- * Performing other duties as assigned.

QUALIFICATIONS:

- * Master's degree (or in progress)
- * Administrative credential
- * Three years of successful teaching experience

TERMS OF EMPLOYMENT:

195 days, Management Salary Schedule

BOARD APPROVED 1/24/95

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