

ASSISTANT PRINCIPAL

NORTH MONTEREY COUNTY HIGH SCHOOL

Under the supervision on the High School Principal and within the policies and guidelines of the District and the Education Code, the Assistant Principal will assist in the administration of the high school.

This position will be at the appropriate grade of the management salary schedule and will have a work year of 212 days.

Major responsibilities will include:

- Oversee student attendance accounting and discipline
- Coordinate facility use, maintenance, and repair
- Supervise and evaluate certificated and classified staff
- Oversee the activities and athletic programs
- Assist in developing the master schedule of classes and making room assignments
- Maintain the master school calendar
- Oversee home to school transportation and field trip process
- Coordinate campus supervision
- Plan and implement all schoolwide testing programs
- Work with grade level coordinators to monitor schoolwide discipline
- Complete other duties as assigned by the principal

Qualifications:

- Administrative credential or enrollment in an Administrative Intern Program.
- Five or more years teaching experience.
- A Masters Degree or enrollment in an accredited Masters Degree program.
- Experience as a leader in education.
- Bilingual/Biliterate in English/Spanish is desirable as is experience with the areas of responsibility identified.