



# North Monterey County Unified School District

◆ 8142 Moss Landing Road ◆ Moss Landing, California 95039-9617 ◆ (831) 633-3343

## ASSISTANT PRINCIPAL K-8 NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT

Under the supervision on the Principal and within the policies and guidelines of the District and the Education Code, the Assistant Principal K-8 will assist in the administration of the school.

This position will be at the appropriate grade of the management salary schedule and will have a work year of 210 days.

### Major responsibilities shall include:

#### A. Curriculum and Instruction

- Supervise and evaluate certificated and classified staff
- Assist in curriculum development, program implementation and student master scheduling
- Prepare and present reports on school programs
- Assist with the management of categorical programs and school-wide program
- Plan and implement all school-wide testing programs

#### B. Student Support Services

- Oversee student attendance accounting and discipline
- Assist with student activities programs and student government
- Assist in developing the master schedule of classes and making room assignments
- Oversee home to school transportation and field trip process
- Coordinate campus supervision
- Monitor school-wide discipline and develop positive school culture

#### C. Operations and Budgets

- Assist with the allocation and monitoring of ASB funds
- Coordinate facility use, maintenance, and repair
- Assist with allocation and monitoring of program budgets

#### D. Parent and Community Involvement

- Work with the School Site Council, Parent and Booster Groups, ELAC and other parent groups
- Serve as Principal in his/her absence
- 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.
- Demonstrated experience as a leader in education.
- Bilingual/Biliterate in English/Spanish is desirable as is experience with the areas of responsibility identified.