

NATOMAS UNIFIED SCHOOL DISTRICT

ASSISTANT PRINCIPAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist the principal in all areas of responsibility involving administering and implementing school and District programs in curriculum, operations, guidance, students and staff; to assist in the coordination of activities with other school sites, the District office and community; and to provide responsible and complex support to the principal.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the principal.

Exercises direct supervision over certificated and classified employees.

ESSENTIAL FUNCTION STATEMENTS-*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist in administration, implementation and management of school and district programs in curriculum, budget, operations, guidance, students and staff.
2. Assist in the implementation of school and District goals, objectives, and policies.
3. Participate in the development and implementation of curriculum programs and provide and coordinate in-service training to ensure uniform implementation.
4. Assist in the planning, management and supervision of school operations.
5. Assist in the implementation of school plans, organizational procedures within established District policies and guidelines including student activities, discipline procedures, and a healthy and safe student learning environment.
6. Assist in planning, coordination and evaluation of the total program of pupil services, including guidance and counseling. Participate in a variety of meetings and monitoring student behaviors, including I.E.P. and Student Study Team (SST).
7. Assist in oversight of instructional material, supplies, equipment, facilities, and community resources; approve use of school facilities, in the absence of the principal.
8. Represent the school to the District office, outside agencies and the community in the absence of the principal; maintain effective community relations.

9. Maintain effective communication with parents; provide information on new policies and procedures in the District; participate in parent, student and teacher conferences, as appropriate.
10. Attend and participate in professional group meetings; stay abreast of current research, scientific-based innovations in education and administration.
11. Respond to and resolve difficult and sensitive inquiries and complaints from parents and the general community.
12. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a public school.
Curriculum.
Standard and alternative learning theories.
Instructional techniques.
Management skills to analyze programs, policies and operational needs.
Principals and practices of program development and administration.
Principals of supervision, training and performance evaluation.
Pertinent federal, state, and local laws, codes and regulations.
California Education Code.

Ability to:

Plan, organize, direct and coordinate the work of certificated and classified staff.
Select, supervise, train and evaluate staff.
Prepare clear and concise reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new instructional methods and techniques.
Communicate clearly and concisely, both orally and in writing.
Maintain effective auditory and visual discrimination and perception for:

- S *Making observations*
- S *Communicating with others*
- S *Reading and writing*
- S *Operating assigned equipment*

Maintain mental capacity which allows the capability of:

- S *Making sound decisions*
- S *Demonstrating intellectual capabilities.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and

abilities would be:

Experience:

Five years of teaching experience required.

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in education, education administration, social work, counseling or a related field is desired.

License or Certificate

Possession of an Administrative Credential issued by the State of California or enrollment in an administrative program or internship.

Adopted: 11/9/94

Revised: 7/12/06 (Included title change from vice principal to assistant principal)