



ASSISTANT PRINCIPAL – ELEMENTARY SCHOOL

PRIMARY FUNCTIONS:

Under the supervision and direction of the Elementary School Principal, the Assistant Principal is responsible for supporting specific student services and programming, academic guidance and intervention, counseling services, testing, maintenance of student and employee records, and the supervision and evaluation of staff assigned to the school site. The Assistant Principal serves as the Principal's designee at site meetings and serves as the administrator in charge in the Principal's absence. Under the direction of the Principal, the Assistant Principal develops and executes the Site's Safety Plan. The Assistant Principal is also responsible for daily administration of student attendance, discipline policies, and support services for academic and behavioral interventions.

GENERAL DUTIES AND RESPONSIBILITIES:

- Works with the Superintendent, Administrative Cabinet, and other members of the District's management team to develop and implement annual goals and objectives aligned to the District's Strategic Plan and Local Accountability Plan (LCAP)
- Assists the Elementary School Principal in the evaluation and the improvement of the general instructional programs, academic intervention programs for individual student populations, counseling services, and student support programs
- Assists the Elementary School Principal in organizing professional development activities for all staff at the school
- Assists the Elementary School Principal in identifying personnel needs and builds the master schedule using established staffing and enrollment ratios
- Coordinates student registration, balloting, and orientation services for incoming transitional kindergarten/kindergarten students and students promoting to middle school
- Supervises and evaluates the performance of assigned certificated and classified personnel assigned to the school in accordance with the collective bargaining agreement, board policy, and established district guidelines and procedures
- Assists the Elementary School Principal in developing and implementing strategies to improve parent engagement and participation in their children's education
- Uses the site's communication plan and multiple means of outreach to coordinate special events and programs to increase parent participation, community involvement, and college/career visioning for elementary school students
- Oversees the work of contracted student support service providers; monitors academic interventions and student data collection
- Oversees the administration of all academic testing and assessments
- Assists the Elementary School Principal in monitoring alignment of expenditures to expected outcomes within the District's Strategic Plan and Local Control Accountability Plan (LCAP)
- Works with the Assistant Superintendent of Human Resources/Child Welfare and Attendance and the Elementary School Principal to establish and facilitate meetings of the school safety committee in developing and updating the elementary school's Site Safety Plan

- Investigates issues related to student attendance, truancy, discipline, and safety; facilitates intake and adjudication of student discipline and safety referrals
- Writes, inputs, and maintains student records, reports and data used in attendance and disciplinary proceedings
- Trains support staff in the appropriate use and distribution of student information and records
- Works with the Elementary School Principal and appropriate district and site support staff to facilitate the activities of the Positive Behavioral Interventions and Supports (PBIS) Team and implement effective practices to improve the school climate
- Supervises and evaluates the performance of assigned certificated and classified personnel assigned to the school in accordance with the collective bargaining agreement, board policy, and established district guidelines and procedures
- At the direction of the Elementary School Principal, may serve as the principal's designee and representative at District and county meetings as part of the Student Attendance Review Board (SARB), high school student expulsion proceedings, and juvenile court or probation hearings regarding elementary school students
- Assists the Elementary School Principal in monitoring the purchase, inventorying, and distribution of classroom equipment, textbooks, supplies, and other materials
- As assigned by the Elementary School Principal, schedules, facilitates and maintains written records of meetings for staff, parents, and students as required under board policy and state or federal law (i.e. IEP, SSC, etc.)
- Attends school board meetings, Back to School Nights, Open Houses, co-curricular athletic and academic events, student and staff recognition ceremonies, and other designated school and community functions
- Other duties and responsibilities consistent to the primary functions may be assigned

REQUIRED QUALIFICATIONS:

Education -

- Possesses a Master's Degree and valid California Administrative Services Credential

Experience –

- Five years of experience as a credentialed teacher or counselor

DESIRABLE QUALIFICATIONS:

Knowledge of -

- Federal laws, California education code, and board policy related to overall school operations, public employment, and the rights and responsibilities of students and community stakeholders
- Positive Behavioral Interventions and Supports (PBIS)
- Current de-escalation strategies and best practices for student crisis intervention
- Current legal requirements and appropriate techniques for physical restraint of students
- Legal requirements, collective bargaining agreements, board policy, and district procedures related to the hiring, supervision, and evaluation of assigned staff
- Legal requirements for the appropriate use and retention of confidential student and employee records

- Elements and key indicators of the California Professional Standards for Educational Leaders (CPSEL's)
- Security protocols for administration and data collected from various types of standardized student tests and assessments
- Organizational leadership, motivational strategies, and techniques for working with adult staff, student leaders, and community stakeholders
- Organizing, planning, and scheduling events using a conflict matrix and multiple calendars
- Appropriate budgeting, cash handling, and basic accounting procedures related to the management of the site budget and oversight of the Associated Student Body (ASB), co-curricular academic and athletic events and activities
- Appropriate procedures for purchasing, receiving, inventorying, and distributing materials, equipment, and supplies through both general and special fund budget categories

Ability to –

- Maintain possession of a valid California driver's license
- Understand and carry out both oral and written instructions independently
- Support, communicate, and serve as an effective spokesperson and representative of the Superintendent, Administrative Cabinet, and Board of Trustees to school site staff, students, and community stakeholders
- Work collaboratively and communicate effectively as part of a team
- Analyze and interpret numerical data and written information
- Maintain confidential information
- Prepare and maintain financial and programmatic reports and other records
- Maintain professional standards of conduct (model core values)
- Operate a computer, including word processing, data management software, and student information systems
- Establish and maintain ongoing cooperative and collaborative relationships with students, parents, school district staff, key public agencies, advisory groups, auxiliary organizations, and other community stakeholders
- Engage with appropriate professional and academic organizations to remain current and knowledgeable on public policy matters impacting K-12 public education at a local, state, and national level

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- Respond quickly and effectively to student elopement, severe behavioral issues, or threats of self-harm to self or others and apply appropriate physical restraints when required
- Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height

- See and read printed matter with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance

WORK ENVIRONMENT

The primary work location is indoors and outdoors in a high school setting. Noise levels in this setting range from quiet to loud. The employee travels between school sites, district facilities, and other public agencies in the course of their duties. Assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

Board Approval: January 13, 2020

Formal Review: December 16, 2019

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed