



ASSISTANT PRINCIPAL - HIGH SCHOOL



Reports to:	Principal - High School	Employment Group / Salary Range:	Certificated Administrative Assistant Principal - High Sch
Dept:	Certificated Administrative	FLSA:	Exempt
Annual Work days	205	Formal Review Date: Board Approval Date:	4/17/2023 5/01/2023

PRIMARY FUNCTIONS

Under the supervision and direction of the High School Principal, the Assistant Principal provides educational leadership by assisting in the overall management of the school related to school safety and security, climate and culture, educational programs, curriculum implementation, data analysis, interventions, staff development and evaluation, student discipline, attendance, co-curricular activities, parent and community relations; and perform related duties, as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Supports and assists the high school principal to establish and facilitate meetings of the school safety committee in developing and updating the high school's Site Safety Plan.
- Assists the High 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 High School Principal in organizing professional development activities for all staff at the school.
- Assists the High School Principal with the implementation, training and monitoring Professional Learning Communities.
- Assists the High 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 students.
- Develops, maintains, and updates high school course catalogs.
- Supervises and evaluates the performance of assigned certificated and classified personnel in accordance with the collective bargaining agreement, board policy, and established district guidelines and procedures.
- Assists the High 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 post-secondary opportunities for high school students.

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- Assists the High School Principal in the operations of college and career center and counseling staff; monitors academic interventions, student data collection, and outreach efforts to colleges, universities, trade schools, military, and employers.
 - Conducts classroom visits regularly to monitor instruction, student engagement and learning. Provides meaningful feedback through conversations with teachers with a focus on instructional practices and outcomes based on data review.
 - Consistently reviews the results of informal and formal data to guide teachers with intervention strategies during collaboration.
 - Assists the High School Principal with the oversight of the administration of all academic testing and assessments.
 - Monitors the purchase, inventory control and distribution of classroom equipment, textbooks, supplies and other materials.
 - Assists the High School Principal in monitoring Associated Student Body (ASB) activities, budgeting, and accounting.
 - As assigned by the High School Principal, schedules, facilitate 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 Back to School Nights, Open Houses, co-curricular athletic and academic events, student and staff recognition ceremonies, and other designated school and community functions, as assigned.
 - As assigned by the High School Principal, may fulfill administrative functions in the area of student services during periods of increased activity or crisis response.
 - Serves as liaison to After School Programs, college classes and transition programs housed at the high school.
 - 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.
 - Works with the High School Principal and appropriate district and site support staff to facilitate the activities of the Positive Behavioral Interventions and Supports (PBIS) Team and implements effective practices to improve the school climate.
 - Serves as the High School 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 high school students.
 - Serves as the High School Principal's designee and representative in student placement meetings and coordinates student transfers to alternative programs based on district policy and procedures.
 - Other duties and responsibilities consistent to the primary functions may be assigned.

QUALIFICATIONS

Education and Experience:

- Possesses a Master's Degree
- Five years of experience as a credentialed teacher or counselor

Licenses, Certificates and Other Requirements:

- Valid California Administrative Services Credential
- Valid Prerequisite California Credential (Multiple Subject, Single Subject or Education Specialist)

KNOWLEDGE, SKILLS AND ABILITIES**Knowledge of:**

- Federal laws, California Education Code, and board policy related to overall school operations, public employment, student attendance, due process related to discipline, and the rights and responsibilities of students and community stakeholders.
- Positive Behavioral Interventions and Supports (PBIS) strategies.
- Professional Learning Communities.
- 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.
- Current de-escalation strategies and best practices for student crisis intervention
- Current legal requirements and appropriate techniques for physical restraint of students.
- Elements and key indicators of the California Professional Standards for Educational Leaders (CPSEL's).
- 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 procedures for purchasing, receiving, inventorying, and distributing materials, equipment, and supplies through both general and special fund budget categories.

Skills and Abilities 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 AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 20 pounds. The employee must respond quickly and effectively to student elopement, severe behavioral issues, or threats of self-harm or harm to others and apply appropriate physical restraints, when required. Specific vision abilities required by this job include close vision and the ability to adjust focus and see and read printed matter with or without vision aids. The employee must hear and understand speech at normal levels and speak English so that others may understand at normal levels.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class..

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..

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