HIGH SCHOOL ASSISTANT PRINCIPAL

Purpose Statement

The job of the High School Assistant Principal is done for the purpose of organizing, coordinating and administering assigned programs and activities related to student discipline, attendance, and instruction; assisting the principal with administrative duties involving student conduct, curriculum development, and school plant operations; supervising and evaluating the performance of assigned personnel.

Essential Functions

- Administers disciplinary procedures in accordance with district policies and state laws; confers with students, parents, teachers, and community agencies; responds to and resolves parent, student, and staff complaints; serves on discipline or expulsion panels as assigned
- Enforces applicable state and district codes, policies and laws; administers, monitors and evaluates district and school site discipline policies and safety programs
- Assures the health, safety and welfare of students; oversees attendance, behavior management, counseling, guidance and other support services; provides individual academic and personal counseling to students and parents
- Assists in the development and implementation of identification and early intervention programs that address student needs
- Assists the principal in the screening, interviewing, selection and placement of certificated and classified personnel for the site
- Supervises and evaluates performance of assigned personnel in accordance with the district's adopted uniform guidelines for evaluation and assessment
- Participates in a planned program of classroom visitations and observations to provide teachers with feedback on instructional practices; recommends discipline, reassignment or termination action as appropriate; documents evidence of substandard performance
- In collaboration with the principal, participates in the development and implementation of district-approved curriculum; integrating it with the needs of the individual school
- Participates in the district sponsored professional development training program which focuses on the district's LEA plan, curriculum, instructional skills, leadership skills, communication techniques, and supervision and evaluation skills based on the California Standards for the Teaching Profession and the California Professional Standards for Educational Leaders
- Plans, organizes, controls, directs and evaluates instructional activities, extracurricular events, special programs and plant operations
- Supervises student on campus before and after school and during break, lunch, and passing times; supervises, directs and/or attends a variety of student activities during the day or in the evening
- Assists with establishing and maintaining a safe and positive school environment
- Attends school and district meetings as required
- Performs a variety of administrative duties to assist the principal; assumes the duties of the principal as assigned
- Other duties as assigned

Job Requirements & Skills

KNOWLEDGE of comprehensive organization, activities, goals and objectives of a district comprehensive high school; school law administration and applicable sections of the State Education Code and other applicable laws; state and local curriculum requirements; board and district policies, procedures and regulations; labor relations law and employee contracts; state site facility requirements; collaborative decision making and leadership; principles and practices of administration, supervision and training; interpersonal skills using tact, patience and courtesy; oral and written communication skills; public speaking techniques; basic computer operation; research based teaching strategies; data analysis and action step process; effective group facilitation; employee contracts.

ABILITY to organize, coordinate, and administer assigned programs and activities related to student discipline, attendance, and instruction; assist the principal with administrative duties involving student conduct, curriculum development, and school plant operations; direct, evaluate, and supervise assigned certificated and classified staff; direct activities regarding personnel, the physical plant, student services and activities, curriculum and instruction; establish, coordinate, and maintain communication with community and parent groups; assist with the implementation and evaluation of instructional programs in accordance with applicable laws; plan and organize work; analyze situations accurately and adopt an effective course of action; complete work with many interruptions; read, interpret, apply and explain rules, regulations, policies and procedures; communicate effectively both orally and in writing; prepare and deliver oral presentations; employ conflict resolution skills to facilitate problem solving with both students and adults; plan and provide alternatives to suspension, restorative justice, and positive behavior

Responsibility
Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment. The usual and customary methods of performing the job's functions require the following physical demands: Office environment; constant interruptions; driving a vehicle to conduct work; evening or variable hours; hearing and speaking to exchange information and make presentations; seeing to monitor students and reading a variety of materials; dexterity of hands and fingers to operate standard office equipment; sitting or standing for extended periods of time; bending at the waist, kneeling or crouching; walking to supervise events and activities; ability to deal with difficult students, parents and personnel issues. The job is performed under some temperature extremes and some hazardous conditions.

Experience:
Five years of classroom teaching experience required
Experience in an administrative capacity preferred

Education:
Bachelor's Degree
Master's Degree preferred

Required Testing
Successful Completion of Pre-Employment Process

Additional Qualifications
Ability to travel to other sites/locations

Continuing Education/ Training
Training attendance at workshops as appropriate

Certificates & Licenses:
California Teaching Credential
California Administrative Services Credential
Valid Driver's License

Clearances:
DOJ/FBI Fingerprint Clearance
TB Clearance
Drug Screening

Supervision
Site Principal

Salary Grade
Range 6 Management Salary Schedule

Work Year
213 Days