



JOB DESCRIPTION

Assistant Principal - Middle School

Reports to:	Middle School Principal	Employment Group	Certificated Management
Dept:	Educational Services	FLSA:	Exempt
Annual Workdays:	200	Formal Review Date: Board approval date:	6/30/23 7/10/23

PRIMARY FUNCTION

Under the supervision and direction of the Middle School Principal, the Assistant Principal is responsible for implementing all aspects of student attendance, supervision, discipline, and site safety, implementing all aspects of curriculum and instruction including the course curriculum, master schedule, 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, coordinating the operations of the school security program, and serves as the primary contact between the school and law enforcement, fire, and other safety personnel in developing and executing the site's safety plan.

ESSENTIAL DUTIES AND 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.

- Works with the Middle School Principal to develop and implement annual goals and objectives aligned to the District's Strategic Plan and Local Accountability Plan (LCAP).
- Assists the Middle School Principal in monitoring alignment of expenditures to achieve outcomes within the District's Strategic Plan and Local Control Accountability Plan (LCAP).
- Works with the Middle School principal to establish and facilitate meetings of the school safety committee in developing and updating the 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.
- Works with the Middle 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.
- Supervises, assigns, and directs the work of campus supervisors and security staff assigned to the middle school during regular school hours and at athletic events and other activities.

- Serves as the Middle School Principal's designee and representative at District and county meetings as part of the Student Attendance Review Board (SARB), student expulsion proceedings, and juvenile court or probation hearings regarding middle school students.
- Serves as the Middle School Principal's designee and representative in student placement meetings and coordinates student transfers to alternative programs based on district policy and procedures.
- Assists other administrative and counseling staff in coordinating student registration, balloting, and orientation services for incoming students.
- Assists the Middle 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 planning for middle school students.
- As assigned by the middle 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).
- Assists the Middle 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 Middle School Principal in organizing professional development activities for all staff at the school. Assists the Middle School Principal with the implementation, training and monitoring Professional Learning Communities.
- Assists the Middle School Principal in identifying personnel needs and builds the master schedule using established staffing and enrollment ratios.
- Develops, maintains, and updates middle school course catalogs.
- Oversees the administration of all academic testing and assessments.
- Assists the Middle School Principal in monitoring the purchase, inventorying, and distribution of classroom equipment, textbooks, supplies, and other materials.
- Assists the Middle School Principal in monitoring Associated Student Body (ASB) activities, budgeting, and accounting.
- 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.

QUALIFICATIONS

Education and Experience:

- Master's Degree and valid California Administrative Services Credential
- Five years of successful experience as a credentialed teacher or counselor

Licenses, Certificates and Other Requirements:

- Valid California Teaching Credential or Pupil Personnel Services Credential.
- Valid California Administrative Services Credential.
- Possession of a valid California Driver's License

KNOWLEDGE, SKILLS AND ABILITIES**Skills and Abilities to:****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:

- 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. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee frequently works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime. 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