CERTIFICATED MANAGEMENT			
Work Location	Roseland School District	**Responsible To**	School Site Principal
Work Year	206 days (Mutually planned and agreed to between Principal and Assistant Principal)	**Hours**	Full-time (8 hours per day)
Salary	Assistant Principal Salary Schedule	**Benefits**	Eligible for District Benefits (Certificated)

Definition:
To assist and support the site principal to insure on site administration and execution of the Charter education programs, policies and regulations of development of school goals and objectives in cooperation with staff, allocations of human resources within the school setting, and facilitation of cooperative community relations to insure the quality of instructional for all students in a safe and healthy environment.

The Assistant Principal will have all the duties and responsibilities listed below, and may have additional duties and responsibilities associated with the site's needs.

Duties and Responsibilities:
Duties and responsibilities may include, but are not limited to, the following:

- Administers all building affairs in the absence of the principal.
- Assists in the administration of curriculum goals and objectives of the schools and District.
- Assists in the administration and evaluation of school-based programs, including regular, categorical, special and bilingual education programs and other site programs
- Assists in the management of resource personnel services, student teacher assignments, health, safety and security, the opening and closing of school, transportation concerns as it affects the operations of the school, and public relations.
- Implements the school's discipline program.
- Assists in overseeing and scheduling of building and grounds.
- Plans and organizes, with the assistance of appropriate staff, student activities, assemblies, orientation of new staff.
- Assists in the establishment of plans for the improvement of instruction at the site level.
- Assists in staff selection, including the revision and writing of job descriptions, and the selection of instructional assistants.
- Assists in the supervision and evaluation of certificated and/or classified staff, assisting with the development of staff growth plans.
- Serves on a variety of school/district committees. Participates in professional growth activities.
- Participates as a team member of the site and district leadership.
- Executes other duties and responsibilities as delegated by the principal.

Required Qualifications:

- Recent 3-5 years teaching experience in K-12.
- Successful record of teaching and school leadership.
- Administrative credential or Internship Administrative credential or enrolled in a Preliminary Administrative Services Credential program.

Other Desirable Qualifications:

- Bilingual English/Spanish
- Master's Degree

Licenses and Other Requirements:

- A valid California driver's license, including clean driving record and evidence of appropriate automobile insurance based on DMV regulations may be required. This position requires frequent traveling by the employee's own vehicle to sites and trainings.
- Fingerprint and TB clearance

Physical Demands:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting, walking or standing for extended periods of time when performing duties inside or outside the work office may be required.
- Occasional lifting and/or moving up to twenty (20) pounds.
- Subject to bending, reaching and twisting.
- Hearing and speaking to exchange information in person, online and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; manual dexterity to operate business related equipment, handle and work with various materials and objects are important aspects of this job.
- Frequent use of computer, mouse and keyboard.
- The job is performed under minimal temperature variations, is generally a hazard free environment in a clean atmosphere. The noise level in the work environment is usually moderate.

Evaluation:

- The Principal shall evaluate and assess in writing the performance of the Assistant Principal annually for the first and second years of employment and at least every other year thereafter. Said evaluation and assessment shall be reasonably related to the position of the Assistant Principal for the year in question. The evaluation format shall be determined by the District but shall at a minimum include staff and personnel relations, educational program and professional leadership development.

- In the event that the Principal determines, in the course of the evaluation process, that the performance of the Assistant Principal is unsatisfactory in any respect, he/she shall describe in writing, indicating specific instances where appropriate, said unsatisfactory performance. The evaluation shall include recommendations as to the areas of improvement in all instances where the Principal deems improvement to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Assistant Principal and the Assistant Principal shall have the right to make a written reaction or response to the evaluation within ten (10) days from receipt of the evaluation, which shall become a permanent attachment to the Assistant Principal's personnel file. Within 30 days of the delivery of the written evaluation to the Assistant Principal, the Principal shall, if requested by the Assistant Principal, meet with the Assistant Principal to discuss the evaluation.

Termination of Contract:
The Assistant Principal's status as a permanent or probationary certificated employee of the District may be terminated in accordance with the applicable provisions of law.

Board Approved: 3/8/2006
Board Revised: 5/17/2017
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