

ONTARIO-MONTCLAIR SCHOOL DISTRICT

ASSISTANT PRINCIPAL, MIDDLE SCHOOL

DEFINITION

Under general direction of Principal, Middle School, to assist in the administration a middle school facility; to plan, develop, organize, coordinate and supervise the student attendance, behavior management, and extra-curricular activity programs; to assist in the planning, development, and implementation of site, instructional, and operational goals and objectives, and in the evaluation of the effectiveness of educational programs and personnel performance; and to do other related functions as directed.

EXAMPLE OF DUTIES

- Assists in the planning, development, and organization, coordination, and supervision of instructional programs and activities, which includes curriculum development, program and activity development, and design and delivery processes, and in the development of implementation strategies;
- Performs need assessments, feasibility planning, and a variety of other research and development functions and activities as assigned;
- Advises, counsels, and assists instructional, support and ancillary personnel in problem solving activities pertaining to student behavior management, shaping, and control problems, and in the determination of alternative problem solutions;
- Assists in the planning, organization, and development of a master program schedule and calendar;
- May register, design a program, and develop individual student instructional schedules;
- May perform a variety of guidance related activities, including educational and social counseling and the conduct of standard and criterion referenced placement aptitude tests;
- Plans, organizes, and coordinates the campus supervision, activity, and control programs;
- May assist in the planning, organization, and coordination of an instructional support program, including pupil services, instructional materials development, storage, and retrieval systems, and a variety of other related activities;
- Assists in the planning, organization, and conduct of a comprehensive student body activity program, including co-curricular activities, budget planning and expenditure control, and student government functions and activities;
- Serves as a liaison to safety and youth service agencies in resolving student management and control problems and student attendance and welfare problems;
- Assists in the site budget planning and expenditure control process;
- Reviews, audits, and evaluates instructional and non-instructional personnel performance and provides technical performance evaluation input;
- May assist in the planning, development and organization of District and site advisory committees and groups;
- Assists in development and implementation of staff motivational strategies.

QUALIFICATIONS

Knowledge of:

- Principles, methods, strategies, goals and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects of public education;
- Procedures, methods, techniques, and strategies pertaining to the administration of an intermediate level school operation;
- Curriculum, instruction, and pupil service trends, strategies, and techniques;
- Student activity, behavior management, and campus supervision and control methods, procedures and techniques;
- Program and activity audit and evaluation strategies and procedures;
- Methods, procedures, and strategies of the supervision of instructional and a variety of student body related activities and programs.

Ability to:

- Effectively plan, organize, and coordinate the management functions and activities of an middle school organization;
- Demonstrate a positive instructional leadership model;
- Effectively analyze problems, issues, and concerns and formulate appropriate alternative solutions;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational, public and community relationships.

EDUCATION

Equivalent to the completion of a Master of Arts or higher degree from an accredited college or university in educational administration, instructional technology, or a closely related field.

EXPERIENCE

Four years of successful teaching experience.

CERTIFICATION REQUIREMENT

Possession of a valid California credential authorizing service as an assistant principal in an intermediate level school.

LICENSE REQUIREMENT

Possession of a valid California driver's license.

CONDITION OF EMPLOYMENT

Insurability by the Districts liability insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: **June 6, 1991**

REVISED: **May 24, 1994**