

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: ASSISTANT PRINCIPAL/ELEMENTARY SCHOOL

Classification:	Certificated Management	Work Year:	205 Days
Department:	School Sites	Board Approval:	12/14/1992
Reports To:	Principal/Elementary School	Work Year Revision:	02/19/2009
Salary Range:	Management Salary Schedule	Format Revision:	10/23/2009

BASIC FUNCTION:

To assist the Principal of an elementary school site in the planning, organizing, and administering of assigned operations, activities, and educational programs.

REPRESENTATIVE DUTIES:

- Assists Principal in administration of the school curriculum, instructional program, staff, and site facilities.
- Assists with supervision and evaluation of assigned staff in accordance with site and District guidelines.
- May assist in selection and evaluation of staff.
- Assists in coordination, implementation, and development of activities.
- Assists in a variety of staff development activities.
- Provides primary responsibility for student discipline, guidance, and counseling.
- Assists with development of schedules.
- Assists in planning and scheduling teacher/student and teacher/parent conferences.
- May assist principal in instructing staff, on keeping necessary school records.
- May participate in School Site Council and other related school/community organizations.
- May direct staff meetings.
- May coordinate, monitor, and participate in the application process for grants.
- May assist in monitoring special instructional projects/programs such as ESL, ESEA, and S.I.P.
- Attends after school activities, such as athletic events, student programs, and teacher meetings.
- Provides for effective guidance and counseling of students.
- Monitors plans and procedures for health and safety of students and staff.
- Assist with illness/injury program in accordance with SB 198 requirements.
- Continues to develop professional expertise in areas of educational philosophies and practice, management skills, and school administration.
- Performs related duties similar to the above in scope and function as required.

LICENSES AND OTHER REQUIREMENTS:

- California Teaching Credential
- California School Administrative Credential appropriate to the level of assignment.
- Minimum of five (5) years teaching experience with evidence of demonstrated instructional leadership.
- Masters Degree from an accredited college or university preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Year Round School development and administration principles;
- philosophies, and practices of elementary educational systems;
- appropriate instructional methods, strategies, and practices;
- federal and state laws, regulations, and guidelines related to public school administration;
- effective management techniques and methods.

ABILITY TO:

- assist with planning and directing the operational functions of a traditional or YRE elementary school site;
- interpret and successfully apply a variety of federal and state law, regulations, and guidelines as they relate to public school education and administration;
- interpret and successfully implement District policies, objectives, directives, and educational philosophy;
- communicate effectively and tactfully in both oral and written forms;
- motivate, supervise, and evaluate employees;
- plan, manage, and prioritize a wide variety of functions within designated timelines and with limited resources;
- prepare a variety of reports and presentations including complex technical and analytical writings;
- counsel and advise employees, students, parents, and the public effectively and positively;
- establish and maintain effective work relationships with those contacted in the performance of required duties.