

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: ASSISTANT PRINCIPAL/ K-8 School

Classification:	Certificated Management	Work Year:	210 Days
Department:	School Sites	Board Approval:	12-12-13
Reports To:	Principal/ K-8 School		
Salary Range:	Management Salary Schedule		

BASIC FUNCTION:

To assist the Principal of a K-8 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.
- Attends after school activities, such as athletic events, student programs, dances and staff 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.
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- Attends professional conferences and workshops, and reviews various job related journals while networking with other educators and school administrators.
- Provides primary responsibility for student discipline, guidance, and counseling and school-wide supervision scheduling.
- May assist Principal in maintaining attendance records and reports.
- May coordinate the use of school facilities for students, District, and/or community activities.
- Monitors standards for the safety and health of students and staff.
- Assists with plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds.
- 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:

- Administration principles;
- Philosophies, and practices of 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 K-8 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;
- Control and monitor expenses.