



CLASS TITLE: ASSISTANT PRINCIPAL OF ATHLETICS, HIGH SCHOOL

WORK YEAR: 215 Days

REPORTS TO: High School Principal

PRIMARY FUNCTION:

Under the direction of the High School Principal, the Assistant Principal provides leadership and administrative oversight for all high school athletic programs, personnel, and facilities. This role ensures the school functions effectively while fostering a safe and competitive environment for student-athletes.

EDUCATION AND EXPERIENCE:

Credentials: Valid California Administrative Services Credential and a California Teaching Credential with English Learner Certification.

Education: Master's degree preferred.

Experience: Minimum of five years of successful teaching or administrative experience, specifically working with diverse socio-economic and multi-ethnic populations.

Other: Valid driver's license or ID; bilingual skills preferred.

ASSIGNED RESPONSIBILITIES

Instructional Leadership

- Supervise and evaluate all athletic coaching staff (head, assistant, and volunteer).
- Assist in hiring staff and determining departmental staffing relocations; assist in staff evaluation and supervision of instruction.
- Support curriculum development, assessment, and staff professional development.
- Direct all athletic operations, including game scheduling, transportation coordination, and facility management.
- Serve as the Principal in the absence of the Principal.
- Support a school culture designed to meet the needs of all students.
- Support the board priorities.
- Assist in staff development and program implementation.
- Assist in coordination and supervision of programs for special needs students.
- Maintain current knowledge of major education issues, including adult and alternative education.
- Monitor student behavior, campus supervision, and supervision of student activities and events.
- Title IX Investigator - Responsible for conducting interviews with all relevant parties, gathering and preserving evidence, and preparing a comprehensive written investigative report. Impartiality, confidentiality, and adherence to the district's Title IX grievance procedures are ensured throughout the investigative process. Does not

make findings of responsibility but ensures a thorough and equitable record is compiled for review.

Data & Accountability

- Monitor student learning outcomes, state indicators, and district-wide goals.
- Coordinate district, state, and national testing programs.
- Focus on increasing student learning outcomes and improving state indicators.
- Oversee data processing, student record functions, and attendance procedures.

Policy & Master Planning

- Develop and implement the school's master schedule and maintain the school calendar.
- Ensure programs comply with CIF rules, Title IX regulations, and district eligibility requirements.
- Act as a liaison between the school, parents, and community organizations.
- Organize graduation ceremonies and summer school programs.
- Assume the duties of the Principal when required.
- Perform evening duty.
- Perform other related functions as assigned.

Fiscal Monitoring & Compliance

- Develop and manage the athletic department budget and equipment purchasing.
- Monitor student body funds and school-wide fundraising activities.
- Supervise campus maintenance and plant operations.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

- Comprehensive organization, activities, goals and objectives for secondary schools.
- School law administration and applicable sections of the State Education Code; Board and District policies; Principles and practices of administration (including Collective Bargaining Agreement), supervision and training.
- District procedures and regulations.
- Current instructional standards, curriculum and instructional delivery, standardized assessment and accountability requirements.

WORKING CONDITIONS:

PHYSICAL:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to commute to various locations to conduct business.

MENTAL:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

ENVIRONMENT:

- Indoor - frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.