



RUSD

**RIVERSIDE UNIFIED
SCHOOL DISTRICT**

CLASS TITLE: ASSISTANT PRINCIPAL CONTINUATION HIGH SCHOOL

WORK YEAR: 210 Days

REPORTS TO: Director of Alternative Education

PRIMARY FUNCTION:

Under the direction of the Director of Alternative Education, will assist with the overall functions of the school including guidance, curriculum, instruction, budgeting, student behavior, student activities, plant management, attendance, summer school, promotion and/or graduation, and data processing.

EDUCATION AND EXPERIENCE:

- Valid California Credential with English Learner Certification
- Valid California Administrative Services Credential
- Master's Degree preferred
- Minimum five years successful teaching and/or administrative experience working with a diverse socio-economic and multi-ethnic school population
- Must possess a valid driver's license or identification card
- Bilingual preferred

ASSIGNED RESPONSIBILITIES:

- Assist in enforcing all state and district rules, regulations and policies in the school.
- Plan, organize, coordinate, and direct instructional activities, extracurricular events, special programs, and plant operations at the continuation high school; implement and modify the school's mission, goals, and objectives.
- Assist in curriculum development, implementation, and assessment.
- Assist the Director in the interview, selection, direction, evaluation, and supervision of certificated and classified personnel; assist in the evaluation of support personnel assigned to the school; assign faculty and staff as appropriate to meet school objectives.
- Assist the Director and directly participate in classroom visitations and observations
- Assist the Director in the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicate with teachers to assure that instructional programs meet student needs and District requirements.

Assistant Principal
Continuation High School
March 2026

- Assist the Director in the communication with community and parent groups; conduct articulation activities; prepare correspondence, bulletins, and newsletters on behalf of the school, and publicity for special events and achievements as appropriate.
- Enforce applicable State and District codes, policies, and laws; administer District and school site discipline policies and safety programs.
- Assist the Director in the development of the master schedule of classes.
- Assure the health, safety, and welfare of students; supervise the attendance program, behavior management, counseling, guidance, and other support services; provide individual academic and personal counseling to students and parents; develop and maintain positive student and staff relations.
- Organize, administer, and direct operations of the school plant; assure proper management, maintenance, and inventory of materials, equipment, buildings, and grounds.
- Supervise, direct, or attend a variety of student activities during the day or in the evening.
- Assist the Director with the implementation of staff development and in-service training; communicate with site and District personnel; update staff on revised policies and procedures and implement changes.
- Assist the Director by conducting a variety of meetings with faculty, parents, and community representatives; coordinate and meet with school site advisory groups; conduct student/parent appeals; respond to and resolve parent, student, and staff complaints; represent the school at Board, District, and community functions.
- Assist the Director with the preparation and maintenance of a variety of District, County, State, and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, and academic achievement.
- Assist and support educational programs associated with the school site.
- Advises and assists in the coordination of activities for the School Site Council, English Learner Advisory Council/District English Learner Advisory Council.
- Assists in the identification, assessment, placement, reclassification and monitoring of English Learners.
- Attends IEP and SST meetings.
- Coordination of technology, state and local testing, Independent Study Program, Special Education Program, Gifted and Talented Program, English Language Development Program and other district programs.
- Assume the role of the Director in their absence.
- Organize and administer guidance programs and supervise counselors.
- 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.
- Focus on district and school wide goals and initiatives.
- Focus on increasing student learning outcomes and improving state indicators.
- Support a school culture designed to meet the needs of all students.
- Support the board priorities.
- Maintain current knowledge of major education issues, including adult and alternative education.
- Supervise plant maintenance.
- Serve as liaison with District departments, alternative education, probation, and law enforcement agencies.
- Perform evening duty.
- Perform other related functions as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

- Comprehensive organization, activities, goals and objectives for continuation high 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.