



RUSD

**RIVERSIDE UNIFIED
SCHOOL DISTRICT**

TITLE: ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL

WORK YEAR: 200 Days

REPORTS TO: Elementary School Principal

EDUCATION AND EXPERIENCE:

- Valid California Credential with English Learners 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
- Bilingual preferred

PRIMARY FUNCTION:

The Assistant Principal is responsible for the overall functioning of the school as designated by the Principal. Under the Principal's leadership, the Assistant Principal manages essential site functions including student behavior, curriculum and instruction, attendance, parent and student activities, and general site management. Specific responsibilities may vary based on individual school structures.

REPRESENTATIVE DUTIES

1. Instructional Leadership & Student Success

- Assist staff with the implementation of District-adopted courses of study and instructional strategies.
- Support the "Cycle of Inquiry" and "Guide for Instructional Direction" by analyzing test data and coordinating testing programs.
- Support teachers with instructional programs and effective strategies that increase student achievement, specifically including strategies for English Learners.
- Ensure a learning environment that is equitable for all students and monitor student progress reports, report cards and timelines.
- Develop and maintain a comprehensive, school-wide positive behavior program designed to address diverse student needs. This includes the consistent implementation of school discipline policies through Multi-Tiered Systems of Support (MTSS), restorative practices, and Positive Behavior System (PBS) strategies.
- Monitor student attendance, oversee SARF/SART meetings, and provide incentives to improve student attendance.

- 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.

2. Personnel Management & Staff Development

- Supervise classified personnel and oversee custodial activities.
- Conduct formal staff evaluations as a primary tool for refining instructional practices and strengthening the overall educational program.
- Facilitate staff development programs and evaluate staff performance.
- Schedule auxiliary personnel, such as nurses and psychologists, and assist with coordinating student teacher placements.

3. Community and Parent Engagement

- Communicate with parents and guardians regarding school and District discipline policies and procedures.
- Support community relations by organizing or participating in PTA, ELAC, SSC, APAC, and other business partnerships.
- Establish a parent volunteer program and counsel students and parents as appropriate.
- Plan student and parent assemblies that augment school objectives and provide student leadership training (e.g., student council).

4. Operational & Fiscal Oversight

- Assume the responsibility of the Principal in their absence.
- Participate in the budget process, inventory books and equipment, and order texts and supplementary materials.
- Assist in developing and updating the School Site Safety Plan and manage school opening and closing activities.
- Monitor and assist with overseeing campus supervision.
- Assist with field trips.
- Coordinate with District maintenance, business, and transportation departments.

5. District Alignment & Professionalism

- Implement District goals and programs.
- Assist with the intra/inter District transfer policy.
- Serve as the administrative designee at Alternative Program Team meetings and Special Education meetings.
- Work with personnel from Child Welfare and Attendance, law enforcement, and child protective services.
- Maintain necessary attendance records and monitor cumulative records.

WORKING CONDITIONS:

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions):

Physical Requirements

- Ability to frequently bend, twist, stoop, reach, and operate a computer or other job-related equipment.
- Capability to push, pull, and transport instructional or presentation materials as needed for site visits or board meetings.
- Ability to perceive and articulate speech clearly in standard conversation levels and across various acoustic environments.
- Ability to commute to various locations to conduct district business and school site visits.

Mental & Cognitive Demands

- Ability to organize complex schedules and manage multiple conflicting priorities simultaneously.
- Proficiency in reading, interpreting, and analyzing complex data sets, printed matter, and digital reports to inform decision-making.
- Ability to identify systemic challenges and develop effective, logical solutions.
- Ability to compose professional correspondence and deliver presentations so that the intended message is clearly understood by diverse audiences.
- Ability to maintain focus and accuracy while working at a desk or participating in meetings of various configurations for extended periods.

Work Environment

- Primarily an indoor office or classroom environment
- Occasionally outdoor exposure.
- Ability to work effectively in a high-demand environment, navigating various meeting configurations and traveling frequently between district elementary sites.
- Must maintain the highest level of professional discretion and confidentiality regarding sensitive student and personnel information.