



RUSD

**RIVERSIDE UNIFIED
SCHOOL DISTRICT**

CLASS TITLE: ASSISTANT PRINCIPAL, HIGH SCHOOL

WORK YEAR: 215 Work Days

REPORTS TO: High School Principal

PRIMARY FUNCTION:

Under the direction of the High School Principal, 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 Teaching 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

REPRESENTATIVE DUTIES

1. Leadership & Strategic Oversight

- Serve as the Principal in the absence of the Principal.
- Focus on district and school-wide goals, initiatives, and board priorities.
- Focus on increasing student learning outcomes and improving state indicators.
- Support a school culture designed to meet the needs of all students.

2. Instructional & Curriculum Management

- Assist in curriculum development, implementation, and assessment.
- Assist in staff development and program implementation.
- Develop and implement the master schedule.
- Assist in staff evaluation and the supervision of instruction.
- Maintain current knowledge of major education issues, including adult and alternative education.

3. Student Services & Guidance

- Organize and administer guidance programs and supervise counselors.
- Assist in the coordination and supervision of programs for special needs students.
- Coordinate District, state, and national testing programs.
- Oversee data processing and student records functions.

4. Student Conduct & Safety

- 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.
- Monitor student behavior and provide campus supervision.
- Coordinate school-wide attendance procedures.
- Act as a link between the school and District departments, probation, and law enforcement.

5. Operations & Financial Management

- Assist in hiring staff and determining departmental staffing relocations.
- Assist in monitoring school budgets and inventory.
- Supervise plant maintenance.
- Monitor student body funds and fundraising activities.

6. School Activities & Events

- Monitor and supervise student activities and events, including evening duty.
- Organize annual graduation ceremonies.
- Organize and supervise summer school sessions.
- Maintain the official school calendar.
- Other duties as assigned

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:

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.

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.