

TITLE: ASSISTANT PRINCIPAL, MIDDLE SCHOOL

WORK YEAR: 210 Days

REPORTS TO: Middle School Principal

BASIC FUNCTION:

Under the direction of Middle School Principal, assist in the overall functioning of the school, including school behavior, guidance, curriculum, student activities, plant management, attendance, summer school, promotion, and data processing.

EDUCATION, LICENSES AND EXPERIENCE:

- Valid California Administrative Services Credential
- Valid California Credential with English Learners Certification
- Master's Degree preferred
- Minimum five years of 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:

Leadership & Strategy

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

Instructional and Curriculum Management

- Participate in curriculum implementation.
- Oversee the development of the master schedule.
- Manage data processing and student records.
- Coordinate attendance procedures and incentives
- Support adherence to grade level standards and state frameworks.
- Support the academic and social emotional growth and development of students.
- Support the MTSS and PBS practices and priorities at the school site.

Operations & Site Management

- Assist in school opening and closing activities.
- Monitor and supervise student activities and events
- Assist with the scheduling of the school calendar, career activities, and field trips.
- Monitor student body funds and fundraising activities.
- Serve as a liaison with Child Welfare Attendance, probation, and law enforcement agencies.

Student Conduct and 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.
- Oversee school behavior, campus supervision, and plant maintenance.

Personnel & Supervision

- Assist in evaluating staff performance.
- Supervise clerical personnel and recommend promotions as appropriate.
- Other duties as assigned

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.