

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Human Resources Office

Assistant Principal- Thurston Middle School
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Brief Description of Position:

Under general direction, to assist in the administration of a middle level school facility; to plan, develop, organize, coordinate, and supervise the student attendance, behavior management, and extra-curricular activity program; to assist in the planning, development, and implementation of site, instructional, and operational goals and objectives, and in the evaluation of the effectiveness of educational programs and personnel performance; and to do other related functions as directed.

Examples of Duties:

- Assists in the planning, development, organization, coordination, and supervision of instructional programs and activities, which includes curriculum development, program and activity development, and design and delivery processes, and in the development of implementation strategies.
- Performs need assessments, feasibility planning, and a variety of other research and development functions and activities as assigned.
- Advises, counsels, and assists instructional, support, and ancillary personnel in problem solving activities pertaining to student behavior management, shaping, and control problems, and in the determination of alternative problem solutions.
- Reviews, inspects, audits, and evaluates student attendance processes and procedures, and as necessary recommends revisions to the process to ensure an effective and efficient operational mode.
- Assists in the planning, organization, and development of a master program schedule and calendar.
- May register, design a program, and develop individual student instructional schedules.
- May perform a variety of guidance related activities, including educational and social counseling and the conduct of standard and criterion referenced placement aptitude tests.
- Plans, organizes, and coordinates the campus supervision, activity, and control programs.
- May assist in the planning, organization, and coordination of an instructional support program, including pupil services, instructional materials development, storage, and retrieval systems, and a variety of other related activities.
- Assists in the planning, organization, and conduct of a comprehensive student body activity program, including co-curricular activities, budget planning and expenditure control, and student government functions and activities.
- Serves as a liaison to safety and youth service agencies in resolving student management and control problems, and student attendance and welfare problems.
- Assists in the site budget planning and expenditure control process.
- Reviews, audits, and evaluates instructional and non-instructional personnel performance and provides technical performance evaluation input.
- May assist in the planning, development, and organization of District and site advisory committees and groups.
- Assists in development and implementation of staff motivational strategies.

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Qualifications:

Knowledge of:

Principles, methods, strategies, goals, and objectives of public education;
Philosophical, educational, fiscal, and legal aspects of public education;
Procedures, methods, techniques, and strategies pertaining to the administration of an intermediate level school operation;
Curriculum, instruction, and pupil service trends, strategies, and techniques;
Student activity, behavior management, and campus supervision and control methods, procedures, and techniques;
Program and activity audit and evaluation strategies and procedures;
Methods, procedures, and strategies of the supervision of instructional and a variety of student body related activities and programs.

Ability to:

Effectively plan, organize, and coordinate the management functions and activities of a middle school operation;
Demonstrate a positive instructional leadership model;
Effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions with minimal accountability controls;
Establish and maintain effective organizational, public, and community relationships.

Experience and Education

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.

Experience: Four years of successful elementary or middle school teaching experience, preferred.

Education: Equivalent to the completion of a Master of Arts or higher degree from an accredited college or university in educational administration, instructional technology, or a closely related field.

Certification Requirement:

Possession of a valid California credential authorizing service as an assistant principal in a middle school.