

Laguna Beach Unified School District

Job Description: Assistant Principal/High School

ABOUT THE POSITION The High School Assistant Principal assists in the administration of Laguna Beach High School. The Assistant Principal is responsible for student discipline, attendance, plant maintenance, and for the development and evaluation of the athletic program and its related personnel; and to do other related functions as directed.

ESSENTIAL DUTIES

The major responsibilities will be to assist the principal, but not be limited to, the following areas:

- Coordinate the discipline and attendance program at the High School.
- Serves as the site technology resource for attendance and student records.
- Coordinates plant maintenance.
- Coordinates site safety and security measures.
- Supervises the custodial staff.
- Oversees the 9-12 Assessment Program.
- Supervises and coordinates the high school activities director and program.
- Supervises and coordinates the high school athletics director and program
 - Conducts the selection, evaluation, and assignment of coaches.
 - Serves as liaison with the Athletic Booster Club.
 - Serves as school representative at the Pacific Coast League meetings.
 - Provides event supervision for activities and athletics
- Shares responsibility for developing the Master Schedule.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Credential: Appropriate valid California Administrative Credential
Education: Master's Degree (minimum requirement)
Experience: At least four (4) years of increasingly responsible teaching and/or administrative experience in education.

Personal Qualities: Appearance, grooming, and personality which establish a desirable example for students. Maintains cooperative and ethical relationship with colleagues, administrators, parents and support personnel by carefully seeking facts and reasons for decisions. Must demonstrate mature judgment, individual initiative, enthusiasm, sense of humor, and support of decisions made in the best interest of the school system.

Minimum Qualifications

Knowledge of:

Principles, methods, strategies, goals, and objectives of public education.
Philosophical, educational, fiscal, and legal aspects of public education.
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 high school operation.
Demonstrate a positive instructional leadership model.
Effectively analyze problems, issues, concerns, and formulate appropriate alternative solutions.
Communicate effectively in oral and written form.
Understand and implement oral and written directions with minimal accountability controls.
Establish and maintain effective organizational, public, and community relationships.