

Job Description

Position:

Assistant Principal

General Description:

Under the supervision and direction of the site principal, the assistant principal is to provide administrative assistance for the operation and administration of all functions of the school, including employee performance and evaluation, instructional leadership, curriculum implementation, scheduling, student discipline, and community relations.

Essential Duties and Responsibilities:

- Conducts performance evaluations of staff to ensure that site goals and objectives are achieved, and that staff adheres to site, district, state and national educational standards and goals.
- Establishes and maintains effective working relationships with parents, community members, outside agency personnel and other interested school stakeholders for the purpose of developing positive interactions.
- Assists with the coordination of the school's co-curricular and extracurricular activities which include but are not limited to: student activities, athletics, school publications, fund raising, assemblies and student organizations for the purpose of maintaining quality student interactions.
- Facilitates or participates in a variety of meetings with staff, parents and community representatives.
- Administers a program of student discipline and works with students to encourage positive behaviors.
- Supervises student attendance and bears overall responsibility for attendance records and accounting.
- Provides general supervision to students during school hours and at extra-curricular activities.
- Serves as the administrative head of the school when the principal is not present.
- Accepts other responsibilities as assigned by the principal.

Required Skills:

Ability to:

- Organize, direct, train, evaluate and supervise certificated and classified staff.
- Establish, coordinate and maintain communication with community and parent groups using collaborative techniques.
- Plan and organize work.
- Analyze situations accurately and adopt an effective course of action.
- Complete work with many interruptions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Learn various computer operations and applications for the management of student information and in the preparation of reports and presentations.

Physical Requirements:

- Ability to see for purposes of reading policies and printed material.
- Ability to understand speech at normal levels in person or on the telephone. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone.
- Ability to operate necessary equipment including computers and computer software with dexterity.
- Ability to drive a vehicle to conduct work.
- Ability to occasionally lift/carry supplies, materials and equipment weighing up to **25** pounds.
- Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

Working Conditions:

Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment.

Basic Qualifications:

- California Administrative Credential
- Master's Degree or higher from an accredited college or university is desired
- A minimum of five (**5**) or more years of classroom teaching experience
- Demonstrated experience with school leadership activities that provide the required knowledge, skills and experiences

Days: 196 per year. Holidays and sick leave as required by Education Code

Salary: Placement on Administrative Salary Schedule

Evaluation: Principal