



Assistant Principal, Elementary

Grades K-6

Job Description

Exempt, 11 months

BASIC FUNCTION

Work with Principal to support staff in providing leadership at the school site and supporting instructional programs; maintaining overall school site operations; receiving, distributing and communicating information to enforce school, District and State policies; maintaining safety of school environment; supervise and evaluate the performance of assigned personnel; and promote a positive work and learning environment; coordinating site activities; communicating information to staff; and addressing situations, problems and/or conflicts that could negatively impact the school.

DUTIES AND RESPONSIBILITIES

(This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

- Plan, organize, control and direct instructional activities, student government, extracurricular events, special programs and school site operations.
- Implement the school's mission, goals, objectives and programs defined in the charter. Interview, select, direct, evaluate and supervise certificated and classified personnel; assign staff as appropriate to meet school objectives.
- Direct and participate in a planned program of formal and informal classroom visitations and observations; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance. Enforce applicable State and District codes, policies and laws; administer District and school site discipline and intervention policies and safety programs.
- Plan and direct the business operations of school; develop and administer site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.
- Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicate with teachers and staff to assure instructional programs meet student needs and District requirements.
- Oversee and coordinate all state assessments and train staff as needed.
- Analyze data and develop and implement plans for instructional improvement growing out of program assessment.
- Establish, coordinate and maintain communication with community and parent groups, law enforcement and other officials.
- Prepare and write correspondence, bulletins and other communications on behalf of the school and principal; arrange for school-level public relations and publicity for special events and achievements as appropriate.
- Conduct articulation activities with District middle schools and high schools; develop and direct an orientation program for new students.
- Supervise or provide for supervision of students on campus before and after school; monitor students during lunch, recess and other activities; discipline students according to established guidelines. Assure the health, safety and welfare of students.
- Oversee attendance, behavior management, counseling, guidance and other student support services; provide individual academic and personal counseling to students and parents.
- Coordinate the maintenance and operations of the school site; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds.

- Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.
- Attend, conduct and chair a variety of meetings with faculty, parents and community representatives; conduct student/parent appeals; attend IEP, 504, SST and other meetings as assigned.
- Respond to and resolve parent, student and staff complaints; represent the school at Board, District and community functions.
- Direct the preparation and maintenance of a variety of District, County, State and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement, certification for graduation and others as directed.
- Direct the maintenance of comprehensive files pertaining to school personnel, site facilities, inventories, financial information
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Scientific research-based instructional strategies.
- Program assessment, including analysis and reporting of achievement data.
- Professional development for adults.
- Current applicable laws, codes, regulations, policies, and procedures.
- Instructional standards and faculty requirements.
- School district organization, operations, policies, regulations, and objectives.
- Technical aspects of field of specialty.
- Principles and practices of administration, supervision, and training.
- The multicultural background specific to population of Hmong, Spanish, African American, other ethnic minority groups, as well as English only speaking scholars.
- Interpersonal skills using tact, patience, and courtesy.
- Knowledge of Special Education and Section 504 process
- Oral and written communication skills.
- Operation of a computer operation and related software.

Ability to:

- Work with superintendent, principal and staff to successfully implement instructional programs at the school site; assist school administrators and staff with the interpretation of data, development of instructional strategies, and evaluation of effective practices.
- Organize, coordinate, and administer assigned programs and activities related to student attendance, instructional improvement, and improvement of climate and culture.
- Plan and implement professional development for instructional staff. Direct, evaluate, and supervise assigned certificated and classified staff.
- Establish, coordinate, and maintain communication with community and parent groups.
- Assist with the development, implementation, and evaluation of a positive learning and work environment.
- Plan and organize work to meet schedules and timelines.
- 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.
- Operate a computer and related software.
- Prepare and deliver presentations.
- Meet district standards of professional conduct as outlined in Board Policy.

- Hear and speak to exchange information and make presentations.
- See to monitor students and read a variety of materials.
- Move hands and fingers to operate a computer keyboard,
- Sit or stand for extended periods of times.
- Bend at the waist, kneel or crouch.

EDUCATION, LICENSES AND CERTIFICATION REQUIREMENTS

1. Bachelor's Degree
2. Possession of a valid California Administrative Services Credential or proof of enrollment in an Administrative Internship Program preferred but not required.

OTHER REQUIREMENT

1. Minimum of 4 or more years of successful, full-time classroom experience
2. Minimum of 2 or more years of experience in staff training and leadership roles
3. Minimum of 2 or more years of experience integrating body-brain compatible teaching and learning using the Highly Effective Teaching (HET) model, Multiple Intelligences (MI) and Guided Language Acquisition Design (GLAD) preferred but not required.
4. Testing of tuberculosis (skin test or chest x-ray) is required upon employment and every four years thereafter.
5. Clearance from Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) required upon employment.

WORKING CONDITIONS

The working environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments. Driving may be required for school business.

Physical Abilities

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information and make presentations
- See to monitor student activities and behavior and read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, knee or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.

Potential Hazards:

- Extended viewing of computer monitor.
- Contact with dissatisfied or abusive individuals.
- Contact with ill students.
- Possible contact with bloodborne pathogens.