

TAMALPAIS UNION HIGH SCHOOL DISTRICT  
Larkspur, California

Job Description

**ASSISTANT PRINCIPAL**

**DEFINITION:**

The Assistant Principal shall be under the direct supervision of the Principal.

The Assistant Principal shall assist the Principal in providing school-wide leadership, provide leadership for delegated areas of school responsibility, supervise and evaluate certificated and classified staff, and assume district leadership roles as assigned.

**DUTIES AND RESPONSIBILITIES**

Examples of duties and responsibilities which may be delegated to Assistant Principals:

**Site Responsibilities may include**

- Student discipline
- Student attendance data and procedures
- Event planning, i.e., Back to School, Open House, Graduation, New Student Orientation, etc.
- Certificated and classified supervision and evaluation
- Campus supervision
- Events supervision
- Master schedule
- Maintenance and operations
- Student Services - coordination of outside agencies, special education and alternative education
- Emergency preparedness plans
- Activities and athletics
- Student teacher supervision
- Site instructional improvement plans
- Student/Parent Handbook, Teacher Handbook, Instructional Guide
- SARB (Student Attendance Review Board)
- Counseling and/or attendance office management
- Articles/newsletters to parents
- Testing
- Assign staff to supervision duties
- Curriculum development
- Program development and implementation

**Site Meeting Responsibilities may include**

- Site Chair Committee
- Staff Development Committee
- Site Council (planning team)
- Student Study Teams
- WASC
- IEP meetings

- Staff meetings
- PTSA
- Administrative team meetings
- Technology Committee
- Others, as necessary

**District Responsibilities may include**

- Athletics and Activities Council
- Alternative Education (Student Services) Committee
- Mentor Advisory
- Staff Development Committee
- Technology Committee
- Other committees, as required
- Management Team
- Attend and present reports at Board of Trustee meetings
- Attend county Assistant Principal meetings
- Other duties as assigned

**KNOWLEDGE, ABILITIES, SKILLS REQUIRED:**

- Ability to organize, plan, coordinate, and direct a variety of complex operations
- Ability to establish and maintain effective working relationships with others
- Ability to select, train, supervise and evaluate personnel
- Ability to communicate effectively, both orally and in writing
- Mastery of basic computer skills (PC wordprocessing, database)
- Teaching experience at Middle or High School levels

**QUALIFICATIONS:**

- California Administrative Services Credential