



# Val Verde Unified School District

## Employment Opportunity

### CERTIFICATED MANAGEMENT VACANCY

#### In-District Only

<b>POSITION:</b>	<b>High School Assistant Principal – Alternative Education</b>
<b>RECRUITMENT NUMBER:</b>	<b>MT1314005</b>
<b>APPLICATION DEADLINE:</b>	<b>July 25, 2013 – 4:00 pm</b>
<b>SALARY RANGE:</b>	<b>\$102,597 - \$122,923 Annually - 9 steps</b> ((\$9,387 in Employee Paid Health & Welfare Benefits are included in the Annual Salary)
<b>WORK YEAR:</b>	<b>215 days, 8 hours per day</b>
<b>HOW TO APPLY:</b>	<b>Please submit <b>on-line application</b> by visiting <a href="http://edjoin.org">http://edjoin.org</a>.</b>
<b>HUMAN RESOURCES CONTACT:</b>	<b>Judy Lynch, Credential Analyst</b>

#### Minimum Qualifications:

- Must possess a Valid California Administrative Services Credential or Certificate of Eligibility for Administrative Services Credential.
- Master's degree in education, public administration, or related field from an accredited college or university.
- Minimum of five (5) years of successful teaching experience
- Demonstrated excellence in leadership and management skills.

#### Employment Status:

Certificated Management.

#### Online Application Attachments – Required:

Interested applicants are **required** to submit an **EDJOIN online application** and the following attachments:

- Letter of Interest
- Resumé
- Two (2) current, dated and signed letters of professional reference(not older than one year)
- Copy of Credential(s) and Master degree

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**NOTE: Application packet must be complete at time of submission on edjoin. Please visit our website at [www.valverde.edu](http://www.valverde.edu) and click on “Employment Opportunities” for additional employment postings.**

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### **JOB DESCRIPTION**

#### **DEFINITION**

Provides assistance to the school principal by assuming responsibility for major portions of a school operation, including the counseling and guidance program, discipline of students, and student activities.

#### **EXAMPLES OF DUTIES**

1. Supervises the instructional and curricular programs such as field trips, special education, adaptive P.E., student teachers, etc.
2. Assists with employee supervision and evaluation.
3. Assists in preparing school budgets.
4. Assists in the selection of certificated and classified staffs.
5. Assumes the duties and responsibilities of the Principal in his/her absence.
6. Coordinates year end activities and promotion exercises.
7. Coordinates and directs the testing program.
8. Supervises the coordination of the data processing program at the school level, i.e. registration and scheduling.
9. Coordinates and supervises school attendance policies and procedures.
10. Plans, organizes, and implements a school-wide program for the supervision and control of students, including On-campus suspension eligibilities, Child Study Team, Independent Study, campus, lunch, and buses.
11. Coordinates the preparation of the student handbook, student code of conduct and responsibility handbook.
12. Coordinates and directs the student welfare program, and lunch program.
13. Coordinates and directs the student counseling and guidance programs
14. Coordinates and approves all students activities including fund raising, student expenditures, assemblies, student clubs, field trips and athletics, special programs and dances, master calendar and use of facilities, and master scheduling.
15. Assists and advises students, parents, and teachers in the resolution of individual student behavioral problems.
16. Confers with representatives of law enforcement and social welfare agencies in connection with serious pupil discipline problems.
17. Supervises the safety and security of the students, buildings, and grounds.
18. Coordinates year-end activities and promotion exercises.

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**QUALIFICATIONS**

Appropriate administrative credential; effective communicator; demonstrated ability to work in a cooperative manner with students, parents, and other staff members; a Master's degree, and a minimum of five years of prior teaching experience is desirable.

07/18/13