



LAKE ELSINORE UNIFIED SCHOOL DISTRICT

High School Assistant Principal Job Description

Job Summary:

Under the direction of the Principal, this position serves as a support administrator to the educational leader and is responsible to assist with the leadership, administration, and management of all school site matters such as: selecting certificated and classified employees; formulating and evaluating operations, policies and procedures; supervising and evaluating all assigned staff; establishing and monitoring the implementation of goals, objectives and priorities; developing, monitoring and evaluating school site budgets and expenditures; developing and implementing staff development; and providing recommendations to the school site principal.

Minimum Required Qualifications:

1. **Education/Experience:** Minimum three (3) years successful teaching experience; and Master's Degree in related field required/Doctorate desirable
2. **Knowledge of:** Highly skilled in the areas of communication and interpersonal skills; Academic excellence while facilitating effective learning communities; Collaborative problem solving; Understanding of the importance of treating individuals with dignity and respect; California Content Standards; California Standards for the Teaching Profession; California Professional Standards for Educational Leaders; Comprehensive knowledge of law, regulations, and procedures including credentialing; Effective instructional leadership; Supervision and evaluation of school site employees; District organization, operations, policies, and objectives; Budgeting practices regarding monitoring and control; Correct English usage, grammar, spelling, punctuation, and vocabulary; Oral and written communication skills; Telephone techniques and etiquette; Outstanding public relations techniques; and Collective Bargaining Agreements
3. **Licenses/Testing:** Eligible to apply for or holds a valid CA Administrative Services and/or appropriate teaching and/or other certificated credential(s); Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance, and negative pre-employment drug screen test/negative TB results

Duties & Responsibilities:

The High School Assistant Principal provides school site leadership and supervision in the following areas:

- Assists the principal to provide instructional leadership for the school site, including: maintaining school-wide focus on high standards of student achievement; ensuring coverage of CA standards; modeling LEUSD instructional guidelines; managing processes for analyzing data to increase student achievement, and supporting all teachers in their professional development (E);
- Uses their knowledge of curriculum development, systematic and explicit instruction, and effective use of student performance data for program implementation and evaluation to ensure student learning outcomes (E);
- Assists with the development of a master schedule of classes and student assignment to classes; Assists with the management of the assessment programs for students and provides coordination of results with staff/parents (E);
- Assists with overseeing a comprehensive system of supervision, appropriate record keeping, and evaluation of all assigned staff which includes reviewing student achievement data/student work with each teacher and observing classroom instruction for the purpose of providing feedback on instructional practices, as well as the oversight of implementing District curriculum (E);
- Assists with the development a school culture that welcomes and engages participation in developing a shared vision and provides a suitable climate for learning (E);
- Attends and participates in a variety of staff development and meetings; Participates in/or coordinates professional growth activities (E);
- Assists the principal in setting the tone and example for efficient and professional operation of the school site (E);
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District's goals/objectives as well as maintaining/carrying out adopted policies of the Governing Board (E);
- Provides leadership and attendance at Individualized Educational Plan, 504, and Student Study Team/Language Assistance Team meetings (E);
- Carries out adopted policies of the Governing Board and district administration; Provides administrative leadership through the use of various strategies to develop support for District and school programs (E);



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- Shall delegate functions and responsibilities to qualified assistants (if applicable) in such manner that the total program operates effectively and provides professional development for personnel (E);
- Assists with assuring timely communications between assigned office and District employees; Resolves issues as appropriate; Diffuses difficult situations; Exercises independent judgment in the use and interpretation of District policies and procedures; Works independently with minimal direction (E);
- Works collaboratively with the Superintendent, Governing Board members, Cabinet, district office staff members, principal, associate principal, faculty, staff and parents utilizing courtesy, tact, and diplomacy (E);
- Establishes and maintains effective, cooperative working relationships with those contacted in performance of duties; Maintains the confidentiality of information used in personnel issues and/or District functions (E);
- Establishes a communication network with other District/County-wide Associate/Assistant Principals;
- Has a high visibility throughout the site and District, as well as strong, collaborative interpersonal skills (E);
- Assists with ensuring visitors, including administrators, staff, parents, and the public are received by site staff members utilizing optimal customer service (E);
- Shall keep the school site in a clean, orderly, attractive manner at all times; Assists with the coordination and monitoring of the usage of school facilities and grounds by school and community groups (E);
- Assists with the overall management of all resources at school site, including: setting and maintaining a balanced budget (including student body accounts), planning for future needs, maintaining cash controls for the site, assuring fiscal accountability and positive monetary balances, and ensuring compliance with restrictions and reporting requirements of categorical funds and restricted donations while adhering to company policy and protocols for sound fiscal management (E);
- Assists the principal and associate principal on enrollment, staffing, costing and budgeting; Assists with the supervision the attendance accounting system/develops strategies to improve attendance (E);
- Has an ability to work independently, establish and maintain project deadlines, manage multiple projects, work with a variety of individuals and groups, communicate orally and in writing, and travel to various locations (E);
- Manages and implements the District and school policies regarding student behavior; Keeps parents informed of attendance and behavior problems of their students; Assists in organizing parent conferences, back-to-school nights and other times when staff is available to parents to discuss their child's learning and behavior (E);
- Responsible for student supervision and the school safety program that shall comply with all applicable laws and district guidelines; evaluates the effectiveness of the procedures and keep students, staff and parents informed of changes; communicates the discipline policy to parents and the school community (E);
- Assists with the supervision and leadership to the school assistance, counseling, health services and conflict resolution programs at the school; Assists with the coordination and implementation of supervision at co/extra-curricular activities beyond the regular school day; Assists in developing a system for recognizing student/ staff achievement (E);
- Assists in maintaining cumulative and other records pertinent to the operation of the school (E);
- Updates handbooks and guides annually and provide reviews for staff, parents and students as appropriate (E);
- Assists in maintaining an active student government program and monitor its activities and financial matters (E);
- Assists with the planning, coordination and evaluation of the total program of pupil services, including guidance, counseling, student discipline, and due process (E);
- Assists with the management of all personnel resources at the school site, including: attracting and selecting top performers; providing professional development opportunities; developing collaborative team culture; sitting on interview panels; conducting reference checks on employee candidates as directed; and managing performance while adhering to LEUSD policy and state/federal employment laws and consulting with the Personnel Services Division as appropriate (E);
- Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual staff members with leadership potential (E);
- Conducts meetings/conferences with faculty, staff, parents, community representatives, and other school advisory groups at the direction or absence of the principal (E);
- Assists with the organization and maintenance of a process providing input concerning the high school program from the community, parents/guardians and students (E);



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- Assists with school level public relations; Encourages the development of school parent and booster clubs, business partnerships, and community agencies (E);
- Assists with the preparation of all federal, state, and locally required reports (E);
- Attends and participates in Governing Board, budget advisory, and other meetings as required (E);
- Utilizes technology to maximize job performance; Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action (E);
- Administers the Collective Bargaining Agreements; Prioritizes and manages multiple tasks; Performs research and special projects as requested; Assures completion of the Annual School Safety Plan (E);
- Serves as the principal in his/her absence; Serves on district level committees as assigned by the Principal;
- Performs other related duties as assigned

Working Conditions:

1. Environment:
 - a. Office environment at the school site
 - b. Frequent outdoor supervision
 - c. Demanding timelines/Subject to frequent interruptions and daily contact with staff/community
2. Physical Abilities:
 - a. Dexterity of hands and fingers to operate a computer keyboard and operate standard office equipment
 - b. Position requires occasional carrying, pushing, pulling or lifting up to 35 pounds
 - c. Sitting and/or standing for long periods
 - d. Occasional bending at the waist, kneeling, or crouching to help students and staff
 - e. Hearing and speaking to exchange information in person, on the telephone, and through email
 - f. Occasionally reaching overhead, above shoulders, and horizontally
 - g. Visual ability to read, prepare/process documents and small figures
 - h. Mobility to travel to various school sites, conference and workshops required
3. Hazards
 - a. Extended viewing of computer monitor
 - b. Working with and around office equipment having moving parts
 - c. Outdoor supervision during extreme weather

Salary/Work Year:

Commensurate to Lake Elsinore Unified School District Certificated Management Salary Schedule/215 days: FLSA Exempt

Supervision:

Superintendent of Schools/Designee

Adopted: 3/11/10
Approved: 1/20/11