



CLASS TITLE: ASSISTANT PRINCIPAL, HIGH SCHOOL

WORK YEAR: 215 Days

REPORTS TO: High School Principal

PRIMARY FUNCTION:

Under the direction of the High/Adult School Principal, assist with the overall functions of the school including guidance, curriculum, instruction, budgeting, student behavior, student activities, plant management, attendance, summer school, promotion and/or graduation, and data processing.

EDUCATION AND EXPERIENCE:

- Valid California Teaching Credential with English Learner Certification
- Valid California Administrative Services Credential
- Master's Degree preferred
- Minimum five years successful teaching and/or administrative experience working with a diverse socio-economic and multi-ethnic school population
- Must possess a valid driver's license
- Bilingual preferred

ASSIGNED RESPONSIBILITIES:

- Serve as the Principal in the absence of the Principal.
- Assist in curriculum development, implementation, and assessment.
- Develop and implement the master schedule.
- Organize and administer guidance programs and supervise counselors.
- Focus on district and school wide goals and initiatives.
- Focus on increasing student learning outcomes and improving state indicators.
- Support a school culture designed to meet the needs of all students.
- Support the board priorities.
- Assist in staff development and program implementation.
- Assist in coordination and supervision of programs for special needs students.
- Coordinate District, state, and national testing programs.
- Assist in hiring staff and determining departmental staffing relocations; assist in staff evaluation and supervision of instruction.
- Coordinate attendance procedures.
- Assist in staff development and monitoring of school budgets and inventory.

- Maintain current knowledge of major education issues, including adult and alternative education.
- Monitor student behavior, campus supervision, and supervision of student activities and events.
- Supervise plant maintenance.
- Monitor student body funds and fund raising activities.
- Oversee data processing and student records functions.
- Organize graduation ceremonies.
- Maintain a school calendar.
- Organize and supervise summer school.
- Serve as liaison with District departments, alternative education, probation, and law enforcement agencies.
- Perform evening duty.
- Perform other related functions as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

- Comprehensive organization, activities, goals and objectives for secondary schools.
- School law administration and applicable sections of the State Education Code; Board and District policies; Principles and practices of administration (including Collective Bargaining Agreement), supervision and training.
- District procedures and regulations.
- Current instructional standards, curriculum and instructional delivery, standardized assessment and accountability requirements.

WORKING CONDITIONS:

PHYSICAL:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

MENTAL:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication

- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

ENVIRONMENT:

- Indoor - frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.