

**TITLE:** ASSISTANT PRINCIPAL, MIDDLE SCHOOL

**WORK YEAR:** 210 Days

**REPORTS TO:** Middle School Principal

**BASIC FUNCTION:**

Under the direction of Middle School Principal, assist in the overall functioning of the school, including school behavior, guidance, curriculum, student activities, plant management, attendance, summer school, promotion, and data processing.

**EDUCATION, LICENSES AND EXPERIENCE:**

- Valid California Administrative Services Credential
- Valid California Teaching Credential with English Learners Certification
- Master's Degree preferred
- Minimum five years of 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

**REPRESENTATIVE DUTIES:**

- Oversee the functions of the school including school behavior, campus supervision, and plant maintenance
- Support the board priorities
- 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.
- Serve as the Principal in the absence of the Principal
- Monitor student body funds and fund raising activities
- Participate in curriculum implementation
- Oversee the development of the master schedule
- Data processing and student records
- Assist with the scheduling of the school calendar and career activities, and field trips
- Coordinate attendance procedures
- Assist in staff evaluation; supervise clerical personnel; recommend promotion as appropriate
- Serve as liaison with Child Welfare Attendance, probation and law enforcement agencies

- Assist in school opening and closing activities
- Perform other related functions as assigned

**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.

.