



RUSD

**RIVERSIDE UNIFIED
SCHOOL DISTRICT**

TITLE: TK-8 VIRTUAL SCHOOL ASSISTANT PRINCIPAL

WORK YEAR: 210 Days

REPORTS TO: TK-8 Virtual School Principal

PRIMARY FUNCTION:

The assistant principal is responsible for the overall functioning of the school as designated by the principal. Tasks include student behavior, guidance, curriculum and instruction, attendance, parent and student activities, plant management, and other related functions. Responsibilities may vary among sites according to individual school structure.

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

AREAS OF RESPONSIBILITY:

Site Management:

- Assume responsibility of principal in his/her absence
- Monitor cumulative records
- Serve as administrative designee at special Education meetings
- Monitor campus supervision
- Monitor virtual classrooms
- Supervise classified personnel
- Establish and maintain a school calendar
- Supervise custodial activities
- Home visits to support student success
- Supervision of afterschool activities
- Assist with planning and supervision of summer school program
- Assist in developing a positive school culture and climate.
- Support the school site's mission and vision as well as district goals and priorities
- Utilize District personnel such as maintenance, business, transportation, curriculum, etc. to enhance site activities

Student Behavior:

- Implement school discipline policy
- Communicate with parents regarding school and District discipline policies and procedures
- Work with personnel from child Welfare and Attendance, probation, law enforcement agencies and child protective services

Attendance:

- Monitor student attendance
- Conduct parent conference meetings relating to attendance
- Provide student program incentives to improve attendance
- Maintain necessary attendance records
- Implement the intra/inter District transfer policy

Curriculum and Instruction:

- Assist staff with implementation of District adopted courses of study
- Assist staff with implementation of instructional strategies
- Assist with implementation of District goals and programs
- Facilitate staff development program
- Support teachers with the instructional program and effective instructional strategies that increase student achievement and includes strategies for English Learners
- Assist with providing a learning environment that is equitable for all students
- Monitor progress report forms and timeline
- Schedule auxiliary personnel, such as nurse, psychologist, etc.
- Evaluate staff
- Coordinate student teacher placement
- Participate in program evaluations and reviews
- Coordinate testing programs
- Attend IEP meetings and support special education teachers in the IEP process
- Analyze test data

Parent and Student Activities:

- Counsel students and parents as appropriate
- Establish a parent volunteer program
- Assist with field trips
- Plan assemblies for students and parents that augment school objectives
- Provide student leadership training (student council)
- Support community relations by participating in PTÅ, ELAC, SSC, APAC and other Business Partnerships as appropriate

Other Related Functions:

- Participate in budget process
- Inventory books, equipment and furniture
- Order texts and supplementary materials
- Assist in development of staff and parent handbooks
- Assist in school openings and closing activities
- Assist in the development and updating of the School Site Safety Plan
- Strong technology skills
- Act as the technology liaison for teachers and administrative staff

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