

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**JUNIOR HIGH SCHOOL ASSISTANT PRINCIPAL**

<b>DESCRIPTION OF POSITION:</b>	Manages, directs and provides leadership in the development of curriculum and the improvement of instruction. Assists in classroom visitations, evaluations, selections, and assignment of teachers. Supervises and coordinates student attendance and discipline.
<b>MAJOR DUTIES AND RESPONSIBILITIES:</b>	<p>Responsible for maintaining campus discipline.</p> <p>Coordination of student activities.</p> <p>Assists in the interpretation and planning of activities that promote greater understanding of school goals and objectives of the curriculum to staff, parents and students.</p> <p>Provides leadership in the development of an effective instructional program and methods including programs for exceptional students.</p> <p>Provides leadership for the professional growth of staff.</p> <p>Prepares supervision and duty schedule.</p> <p>Management of and interpretation of testing program.</p> <p>Assists in the supervision of the guidance and counseling service provided for students.</p> <p>Assists in the development of the master schedule and furnishes required information to Data Processing.</p> <p>Supervises and coordinates student attendance including intra and inter district transfers and student records.</p> <p>Coordinates assignment of substitute teacher, home teaching assignments, and schedules for emergency drills.</p> <p>Performs other duties as assigned.</p>
<b>CREDENTIAL:</b>	Valid California Administrative Credential; General, Standard or Ryan Administrative or Supervision Credential, authorizing service at junior high level.
<b>EDUCATION:</b>	Master's Degree preferred.
<b>EXPERIENCE:</b>	Three years successful teaching and/or administrative experience.
<b>SUPERVISION:</b>	Accountable to Principal.
<b>BOARD APPROVED:</b>	07-08-80