

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Assistant Principal of Extended Learning

Department: Extended Learning

Reports To: Program Coordinator or Director

SUMMARY

Responsible for the operational oversight of Extended Learning programs; including, but not limited to, after school, summer school and intersession.

NATURE AND SCOPE

Under direct supervision of the Extended Learning Program Director or Coordinator, the Assistant Principal of Extended Learning is responsible for the development, planning, and monitoring of daily operations of the After School Program at an assigned school site, as well as summer school or intersession as assigned. This position carries out a wide range of supervisory, administrative, and professional duties while also ensuring a safe, orderly and positive after school environment that meets the needs of students and staff. While day-to-day activities may be somewhat recurring, the incumbent exercises a wide degree of latitude in program implementation, supervisory duties, and facility maintenance. Challenges often require significant levels of judgment to consider and balance policies and procedures with social and personal information. Human relations responsibilities include counseling/advising, conflict resolution, conveying policies to uninformed persons, and formal speaking. Interactions cover a range of internal and external contacts that include parents, students, District staff, and community agencies.

ESSENTIAL TYPES OF DUTIES (Examples)

- Responsible for the planning and implementation of a structured and supervised program that stays within budget and includes educational enrichment, health, and recreational activities that target the needs of students, families, and community. Develops daily, weekly and monthly program schedules.
- Ensures a positive school climate by fostering an environment of cooperation, mutual respect, courtesy, and personal responsibility among students and staff.
- Develops a comprehensive budget, which includes cost and revenue analysis and cost effective program management. Organizes budget and financial material to monitor expenditures and maintains accurate fiscal records.
- Responsible for the preparation, processing and maintenance of staff payroll, timesheets, and other personnel records.
- Ensures program conformance to department regulations, directives and policies.
- Responsible for enrolling students in program, scheduling and obtaining rooms for classes, identifying students in need of intervention, and assuring the program meets attendance goals and requirements per grant guidelines.
- Coordinates the delivery of a broad range of tutorials, workshops and seminars by arranging for instructors, materials and space, and monitoring the registration, recruitment and retention process.
- Builds cooperative working relationships with school personnel (principals, counselors, and teachers) to further the achievement of program goals and objectives.

- Under the direction of the District Program Director or Coordinator, responsible for the selection, supervision, training, and evaluation of after school line staff.
- Provides supervision of academic coaches, tutors, mentors, aides, and other line staff assigned to the site.
- Maintains on-going communications with families and students enrolled in academic and enrichment classes; arranges for parent/student conferences as necessary; facilitates appropriate interventions and/or linkages to community support.
- Works with District Program Director or Coordinator to develop formal procedures for the ongoing collection of program data; implements systems to track student participation and progress in the enrichment program; assists in the collection and maintenance of accurate statistical information required by the funding source and program management as necessary; ensures staff compliance with documenting requirements.
- Under the direction of the District Program Director or Coordinator, monitors progress toward accomplishment of goals and objectives through ongoing assessment and program evaluation to ensure grant compliance.
- Processes discipline referrals. Communicates and implements student behavior codes based on District and school guidelines. Orients students and parents to positive and negative behaviors and consequences.
- Performs other duties as assigned to accomplish the objective of the position and department program goals.

QUALIFICATIONS

Knowledge and Skills: Must have a thorough knowledge of the needs of children, adolescents and families within the school community, and the interventions necessary to reach the community in a culturally appropriate and sensitive educational forum. Professional specialization in principles and practices of California education school management, thorough knowledge of curriculum and instruction, budget practices, supervisory techniques, facility management and regulation, policies and procedures related to education. Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs. Thorough knowledge of student behavior and discipline, supervision, training and performance evaluation. Knowledge and understanding of pertinent Federal, State and local laws, codes and regulations; and effective instructional practices and standards-based instruction.

Abilities: Must be able to communicate effectively and respectfully with people from different racial, ethnic, and cultural backgrounds and lifestyles, demonstrating sensitivity to their needs. The ability to read, write, speak and translate English and Spanish is preferred. Must be able to plan, organize, direct and coordinate the work of certificated and classified staff at a school site. Identify and respond to issues, concerns and needs of students, parents and staff. Develop, implement and administer goals as outlined by the District and school. Communicates with District and site administrators, staff, students and parents. Reviews and prepares clear and concise reports. Interpret and apply, Federal, State and local policies, procedures, laws and regulations.

Physical Abilities: Requires sufficient visual acuity to recognize words and letters, ambulatory ability to conduct visitations at various locations within the facility, speech and hearing ability to carry on conversations both in person (formal speaking and informal discussions) and on the phone.

Education and/or Experience: Requires Bachelor's degree or equivalent from an accredited college or university with major course work in education. Also requires California teaching and administrative credentials. Minimum of 3 years teaching experience, including increasing responsibility in administrative leadership capacities.

Licenses and Certificates: Requires a valid California Driver's License.