Position: Middle School Assistant Principal

Contract: 205 Days
Supervisor: Middle School Principal
Range: Administrators’ Salary Schedule
(Current 2011: $76,135 – $88,262 depending on experience)

Job Description

Act as assistant to school site leader of a 6-8 middle school. Carry out the general policies and regulations of the District, under direction of the Principal. May perform any of the principal’s duties as assigned by the principal.

Qualifications Required

1. **Education:** A four year degree from an accredited college or university. Post baccalaureate degree preferred. Valid California teacher license/certificate/authorization and an appropriate California administrative services credential.

2. **Experience:** Minimum of two years successful experience as a school site administrator preferred.

3. **Knowledge:** A basic understanding of the activities and development of an elementary/secondary classroom and have the ability to work closely with children and adults.

4. **Ability to:** Must have the ability to speak, read, and write in English in a job related setting. Bilingual skills which benefit the district, may be desired. **Language Skills:** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, teachers, students, parents and general public. **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. **Computer Skills:** Familiarity with basic computer operation and software including the sending and receiving of e-mail. Ability to learn various computer operations required for the management of student information and in the preparation of reports and presentations. **Other:** Ability to apply knowledge of current research and theory to instructional program and staff leadership. Ability to plan and implement supervision and staff coaching schedules and appropriately assign tasks to responsible staff. Ability to establish and maintain effective relationships with faculty, staff, peers and parents; skill in oral and written communication.

5. **Clearances:** Required Fingerprinting/Department of Justice and Tuberculosis clearance.
Typical Duties:

The major responsibilities of the assistant principal shall include, but not be limited to:

1. Be responsible to the Principal for all organization, administration, and supervision within his/her assigned areas of responsibility. Properly supervise classroom instruction and organization in grades 6 - 8.

2. Conduct evaluations of all certificated and classified staff of the school. Provide input to the evaluations of maintenance, operations and food service staff assigned to the school.

3. Keep the Principal informed as to the physical condition of the school and activities therein.

4. Assist in the coordinating and development and implementation of a course of study and adopting new texts on a regular rotation basis.

5. Help in developing and maintaining good public relations within the communities and for utilizing fully the community resources to enrich the learning program.

6. Help keep attendance records, regulate conduct, and safeguard the health and safety of pupils, as well as oversee proper supervision and safety, file accident reports, and correspond with doctors, clinics, and parents.

7. Assist in the planning, approval, supervision and conduct of extra-curricular and co-curricular activities.

8. Assist with the following:
   a. Fire drills and other safety drills (in accordance with state requirements)
   b. Coordinating and providing for proper supervision of all activities in his/her building(s)
   c. Scheduling and conducting faculty meetings in the absence of the principal

9. Serve as the Principal’s designee with authority to suspend pupils according to provisions of board policy and state statute.

10. Assist with the following:
    a. Supervising pupils
    b. Preparing class schedules and student schedules
    c. Placement of students and teachers in buildings

11. Be informed of district policies and procedures and help to interpret to staff and pupils when necessary.

12. Be informed of trends in education and constantly strive for the upgrading of instruction and curriculum via reading professional journals, workshops and conferences.

13. Confer with the Principal on a regular basis and perform such other duties as may be assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

With or without the use of aids:

1. Sufficient vision to read print.

2. Sufficient distance vision, peripheral vision, and the ability to focus.

4. Sufficient color acuity.
5. Sufficient hearing to hear verbal directions.
6. Sufficient hearing to hear normal conversation in person and on the telephone.
7. Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations and in office, meeting room and classroom settings.
8. Ability to reach horizontally and vertically with arms.
9. Sufficient dexterity to manipulate small objects and print or write legibly.
10. Sufficient physical ability, strength, mobility, stamina to climb, bend, stretch, stand, kneel, walk, stoop, extend legs, and stamina to lift, carry, push or pull objects which weigh 20 pounds.
11. Physical ability to sit for extended periods of time.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to loud. Frequent short and long periods of standing and walking are typical. Work includes indoor and outdoor settings in all types of weather and during daytime and nighttime.

Legal References

Board Adopted:

Revised: