



## **JOB DESCRIPTION**

### **Assistant Principal (Senior High 9-12, Junior High, and Elementary)**

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#### **DEFINITION:**

Under the direction of the Principal, provides academic, personal and career counseling services to students; communicates with students, parents, and appropriate District staff regarding student progress; assists the Principal with administrative duties involving student conduct, curriculum development, school plant operations and evaluation of staff.  
(Senior High- 210 Days. Junior High & Elementary- 205 Days)

#### **ESSENTIAL DUTIES:**

- Makes appropriate disposition of pupils referred by faculty members, counselors, administrators and staff who are exhibiting serious personal, social, emotional or behavioral problems.
- Counsels with parents and pupils experiencing difficulties.
- Provide personal, crisis and social counseling services to students; conduct student conferences and refer students to appropriate services within the district or agencies as needed; assist students with decision making, proper behaviors and goal-setting.
- Confers with representatives from health and welfare and the law enforcement agencies.
- Develop and administer disciplinary procedures in accordance with district policies; confer with students, parents, teachers and community agencies; respond to and resolve parent, student and staff complaints; suspend or recommend expulsion of students as appropriate; attend expulsion hearings as needed.
- Reports to faculty member's action taken regarding referrals and to plan jointly to avoid further difficulties.
- Works closely with all counselors to promote college and career guidance to students; develop academic plans to prepare students in meeting college prerequisites; discuss interests and goals; prepare a variety of written recommendations to colleges, scholarships and special programs.
- Plan, organize, coordinate and participate in programs and activities such as instruction or student discipline; enforce applicable state and district codes, policies and laws, administer district and school site discipline policies and safety programs.
- Establish, coordinate and maintain communication with community and parent groups; attend a variety of meetings and events to represent the school.
- Assist in after school and evening supervision as assigned
- Evaluation of Staff

## **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Should possess personal qualifications recognized as essential for good public employees including integrity initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others.

### Education and Experience:

- A minimum of three years of successful classroom teaching experience, five years preferred
- A minimum of three years of successful site-level administrative experience
- Demonstrated achievement as an educational leader with vision and strong interpersonal skills, including specific evidence of student academic improvement in a school setting as a result of the candidate's leadership
- Master's Degree, preferred

### Licenses, Certifications and other Requirements:

- California Administrative Service Credential, required

### Knowledge of:

- Principles and procedures related to counseling programs and services.
- Graduation and college entrance requirements.
- Child abuse reporting laws.
- Testing and registration procedures.
- Interpersonal skills using tact, patience and courtesy.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of district students.
- Oral and written communications skills.
- Recordkeeping techniques.
- Comprehensive organization, activities, goals and objectives of an assigned school.
- School law administration and applicable sections of the State Education Code and other applicable laws.
- Board and district policies, procedures and regulations. -Principles and practices of administration, supervision and training.

### Ability to:

- Provide counseling services to assigned students.
- Communicate with parents, students and appropriate district staff regarding progress.
- Perform a variety of administrative functions.
- Identify student needs.
- Prepare and maintain a variety of documents related to students.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Establish and maintain cooperative and effective working relationships with others.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

- Work confidentially with discretion.
- Organize, coordinate and administer assigned programs and activities related to student discipline, attendance, curriculum and instruction at a high school or school of comparable size and complexity.
- Assist the Principal with administrative duties involving student conduct, curriculum development and school plan operations as assigned.
- Complete work with many interruptions.
- Prepare and deliver oral presentations.
- Ability to work with computer attendance program.
- Ability to be flexible with student scheduling.
- Ability to work with dissatisfied or abusive students, parents, and staff and work under high stress.

**WORKING CONDITIONS:**

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Is subject to inside and outside environmental conditions.
- Requires great physical demand for strength and endurance, involving heavy physical exertion

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.

- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Hearing and speaking to exchange information
- Sitting and walking for extended periods of time
- Driving a vehicle to conduct work
- Evening and variable hours

Hazards:

- Occasional contact with dissatisfied individuals
- Exposure to potentially volatile situations by students and/or parents. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Board Approved:** copy & paste from current JD

**FLSA Status:** Exempt

**Workdays:** Senior High School- 210. Junior High and Elementary- 205

**Salary:** Certificated Management Salary Schedule respective to position title