



CERTIFICATED Job Class Description

Equal Employment
Opportunity

ASSISTANT PRINCIPAL

DEPARTMENT/SITE:

SALARY SCHEDULE: Management (Group 02)

LEVEL: Range 01

WORK YEAR: 12 Months

REPORTS TO: PRINCIPAL

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective:05/20/2021

JOB GOAL/PURPOSE:

To provide assistance to the school principal in creating a climate of academic excellence that will facilitate the maximum development of each student's potential. In the absence of the principal, the assistant principal assumes administrative responsibility for the school.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Provide leadership to staff
- Plan and implement staff development programs
- Interpret and implement the district curriculum
- Assist with supervision and evaluation of certificated and classified personnel
- Provide leadership in all phases of pupil personnel services
- Assist in administering the school budget
- Follow established district procedures
- Assist in improving the Instructional Program
- Assist with the implementation of programs and incentives to ensure the health, safety, and welfare of students and staff
- Handle disciplinary issues
- Facilitate communication among staff, parents and community and involve them in school activities
- Function as a member of the District Management team
- Serve as the acting administrator in the absence of the principal
- Assume other duties and responsibilities as assigned
- Identify and analyze problems and propose plausible solutions
- Make decisions and be responsible for those decisions
- Communicate effectively, both orally and in writing with staff, students, parents and district administration
- Schedule, supervise, and evaluate the work of others

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- District Curriculum and state frameworks
- California Standards for the Teaching Profession and California Professional Standards for Educational Leaders
- Sound budgetary practices
- Effective managerial skills as they relate to school administration
- Sound principles of learning theory and instruction methodology
- The role of technology in education
- Special Education Law and Procedures

Ability to:

- Serve as an effective instructional leader
- Motivate staff to greater accomplishments
- Make decisions and assume responsibility for those decisions
- Utilize practical and effective problem-solving techniques
- Exhibit interpersonal skills by working effectively with students, teachers, parents, other staff, and the public
- Plan, organize, schedule, supervise, and evaluate the work of others
- Communicate effectively, both orally and in writing

EDUCATION REQUIRED:

- Master's Degree with emphasis in administration, supervision, and curriculum development or satisfactory evidence of progress towards the same

EXPERIENCE REQUIRED:

Minimum three years teaching experience at the elementary level

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Valid California teaching credential and valid California administrative services credential
- Pass the District's applicable proficiency exam (e.g., written test, oral interview or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- A typical School Environment, including offices, classrooms, playground, assembly rooms
- Standing or walking for extended periods of time
- Sitting for periods of time
- Using hands to finger, handle or feel objects or controls and utilize technological equipment such as computers
- Reaching with the hands and arms
- Seeing, including close, distance and peripheral vision and the ability to adjust focus, to ensure proper supervision of students
- Hearing and speaking abilities to ensure proper supervision of students and to facilitate communication with students, staff, parents and community
- Exposure to outside weather conditions on occasion
- Exposure to moderate to medium noise levels
- Potential for contact with blood-borne pathogens and communicable diseases