

Personnel – Certificated

AR 2132.1 (b)

BISHOP UNIFIED SCHOOL DISTRICT

Human Resources

**POSITION: MIDDLE SCHOOL ASSISTANT PRINCIPAL
Certificated Job Description****DEFINITION:**

Under the general supervision of the Principal of the school. Provides instructional leadership to staff including: curriculum planning, review, and implementing staff development. Responsible for building administration, school wide discipline, and the safety and welfare of both students and staff.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist in scheduling individual students and the development of Master Schedule
- Monitor student absences, tardiness, and schedule and attend SARB Meetings
- Discipline and counsel students and staff, including conferencing with parents and supporting teachers
- Contribute to and collaborate with the District Administrative Team
- Communicate effectively and maintain positive relationships with students, staff, and families
- Supervise and support staff members' professional growth and assist in performance evaluations of certificated and classified staff
- Coordinate 504 meetings and SST meetings
- Utilize appropriate management and leadership skills, including problem-solving techniques
- Assist in supervision of athletic events, dances, and other school related and student-attended activities
- Coordinate student discipline including detentions, Friday School, and Saturday School
- Assist in the implementation of school wide student rewards program
- Perform other duties as assigned by the Principal

REQUIRED QUALIFICATION:

- Possession of a valid California Administrative Services Credential

EXPERIENCE:

- 5 plus years of successful teaching experience is preferred

DESIRABLE QUALIFICATIONS:

- Possession of current First Aid and CPR Certification
- Technical knowledge of Aeries student information system