

ASSISTANT PRINCIPAL

JOB SUMMARY:

The principal of each school is the chief administrative officer of that school and is responsible directly to the Superintendent for all activities, programs, and events which occur in that school.

REQUIRED QUALIFICATIONS:

Ability to:

1. Demonstrate personal qualifications generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, work cooperatively, and provide leadership at the school.

Knowledge of:

1. County and State educational programs.
2. Business practices, procedures and terminology.
3. Current laws, policies, and regulations affecting public agencies.
4. Computer skills.
5. Conflict resolution strategies.

Education:

1. California Administrative Services Credential
California Elementary Teaching Credential
2. Master Degree in School Administration highly desirable.
3. Five years of successful teaching experience.
3. Site level administrative experience of two years at an entry level position.

ESSENTIAL FUNCTIONS:

Duties include, but are not limited to, the following:

1. Share supervision/evaluation of classified staff.
2. Work with students to develop positive behavioral responses.
3. Develop and maintain programs to build a positive and effective school climate.
4. Work with teachers in correlating curriculum to the needs of the students.
5. Assist with the planning and facilitation of staff development activities.
6. Develop, coordinate and oversee co-curricular activities.
7. Act in the place of the principal during his/her absence.
8. Coordinate site volunteers.
9. Serve as liaison to district programs where appropriate.
10. Act as public relations liaison for the site.
11. Assist with the development of the school site plan.
12. Share student study and LEP responsibilities.
13. Identify and encourage individual teachers with leadership potential.
14. Assist with implementation of TQM/TQL.

15. Promote harmonious parent/guardian, school and community relationships.
16. Other duties as assigned.

PHYSICAL REQUIREMENTS:

1. The physical requirements of the position include, but are not limited to, the following:
2. Mental acuity to manage and direct business administration programs, including interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks.
3. Facility to see and read, with or without vision aides, laws and codes, rules and policies and other printed material.
4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings.
7. Physical agility to lift, bend, climb, stoop, and to reach overhead.
8. Facility to drive a car.

Days of Employment: 198