

MODESTO CITY SCHOOLS

JOB DESCRIPTION

ASSISTANT PRINCIPAL 7-8

DEFINITION:

Under the direction of the site Principal, 7-8, organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned middle school; assist the Principal with administrative duties involving student conduct, curriculum development and school plant operations as assigned; supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate and participate in programs and activities related to the operation of an assigned middle school, including instruction, minimum competencies, student discipline and other approved instructional programs; enforce applicable State and local codes, policies and laws; administer discipline policies and safety programs.
- Ensure student growth and learning success by maintaining safe and secure campus; direct school resources, equipment and materials are utilized effectively and efficiently; align and implement District approved curriculum per local area educational mandates and directives as well as adopted instructional policies; assist in the development, revision and evaluation of curriculum at the school and District levels.
- Supervise students on campus before and after school; monitor students during lunch, recess and other activities; discipline students per established guidelines; participate in creating a safe and secure school environment by applying and administering District discipline and citizenship policies; adhere to applicable laws, codes, regulations and policies.
- Monitor student attendance, retention, behavior and academic performances; meet with parents to discuss potential issues and recommend programs and services and plans for student improvement.
- Assess and analyze previous year data for comparison to monitor school progress and achievement of District goals; develop a master class schedule, register and program students.
- Monitor student attendance accounting system; perform a variety of administrative duties to assist the Principal in managing the school; assume the duties of the Principal as assigned.
- Provide guidance and direction to instructional staff on courses, class development and progress, academic requirements and provisional educational standards; review and recommend instructional methods and materials; administer the school guidance and counseling program.
- Supervise and evaluate the performance of designated personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff.
- Develop and administer disciplinary procedures in accordance with policies and State laws; receive referrals and confer with students, parents, teachers and community agencies; respond to and resolve parent, student and staff complaints; serve on discipline or expulsion panels as assigned.
- Participate in the preparation of the master calendar for the school; ensure schedules meet State requirements; distribute to staff, students and parents.
- Establish, coordinate and maintain communication with community and parent groups; attend and conduct a variety of meetings and events; develop correspondence to promote school activities and achievements; administer District testing program and requirements including notification of results to students, parents and staff.
- Monitor and organize attendance functions; prepare letters and call parents as needed regarding absent or tardy students.
- Provide direction to a variety of faculty, staff and student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate.
- Provide direction to the school's guidance and counseling services, student activities, student government, school attendance issues and plant maintenance; ensure programs and services meet established objectives and requirements.

- Supervise and organize student activities, extra-curricular activities and athletic events; schedule extra-curricular programs; attend a variety of school events including athletic events, dances, meetings and others.
- Ensure the health, safety and welfare of students; coordinate Student Attendance Review Team (SART); determine referrals for Student Attendance Review Board (SARB).
- Operate a variety of standard office equipment including computer and assigned software; drive a vehicle to various sites to conduct work.
- Assist with developing and monitoring the school budget, assist in the implementation of site budgets; order supplies as needed.
- Prepare and maintain a variety of County, State and other federally-mandated records and reports regarding student attendance, discipline, cumulative records and academic achievement.
- Perform related duties as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree and three (3) years of successful, full-time experience in the public schools or private schools of equivalent status.

Licenses and other Requirements

- Valid California Teaching or another relevant credential.
- Valid California Administrative Credential.
- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Master's Degree.
- Three (3) years of successful, full-time experience as a classroom teacher in a public school system.

Knowledge of:

- Comprehensive organization, activities, goals and objectives of an assigned middle school.
- District law administration, applicable sections of the State Education Code and other applicable laws.
- Instructional standards and faculty requirements.
- Board and organizational policies, procedures and regulations.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a variety of standard office equipment including computer and assigned software.

Ability to:

- Organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned middle school.
- Assist the Principal with administrative duties involving student conduct, curriculum development and school plant operations as assigned.
- Direct, evaluate and supervise assigned staff.

- Oversee activities regarding personnel, the physical plant, student services and activities, curriculum and instruction.
- Prepare and deliver oral presentations.
- Establish, coordinate and maintain communication with community and parent groups.
- Assist with the implementation, evaluation and modification of instructional and categorical programs in accordance with applicable laws.
- Plan and organize work.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Prepare and maintain comprehensive records and reports.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Drive a vehicle to conduct work.
- Evening or variable hours.

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.

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.

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.

Cabinet Approved: 6/11/1991

Unit Approved:

Board Approved: 7/1/1991

FLSA Status: Exempt