

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### ASSISTANT PRINCIPAL – 9-12, PUPIL SERVICES

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#### **DEFINITION:**

Under the direction of the site Principal 9-12, organize, coordinate and administer assigned programs and activities related to the Pupil Services program, including student attendance, counseling and guidance, health, support and instructional services at an assigned high school; direct activities for student registration, monitoring of student performance and progress, coordination of college testing and student wellness services.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate and participate in the Pupil Services programs and activities to guide, counsel, direct and provide support services for students with effective academic, counseling, health and wellness and college planning resources and support.
- Engage and implement programs to register students in classes, courses and academic assignments; supervise in the processing of intra-district and inter-district transfer requests and open enrollment transfers; participate in the processing of open enrollments and voluntary referrals to alternative education services and program.
- Establish, coordinate and maintain communication with parents and guardians to discuss overall and individual student progress; attend and conduct a variety of community meetings and events to coordinate events for pupil services at partner schools; develop correspondence to promote school activities and achievements; ensure coordination of communication and articulation of the pupil services program with the site's feeder schools.
- Coordinate pupil services activities and programs with institutions of higher education, private and public agencies, and civic organizations; communicate the students' academic progress toward graduation with parents/guardians.
- Provide representation at student education plan development meetings; track student progress towards successful completion and meeting of goals within Individual Educational Plans (IEPs).
- Monitor and manage administration of collegiate testing programs: prepare list of students graduating; maintain student health data and records of vaccinations; ensure proper monitoring and management of health services programs; provide leadership in Special Education programs and the implementation of 504 plans.
- Prepare and maintain a variety of County, State and other federally-mandated records and reports regarding student attendance, discipline, cumulative records and academic achievement; prepare and maintain mandated reports, including failing student data and progress reports.
- Supervise and evaluate the performance of designated counselors; assist in the selection and orientation of new counselors; supervise and evaluate certificated and classified staff; supervise and coordinate policies and procedures relating to pupil records.
- Supervise school functions as directed; coordinate various programs with foreign exchange students; assist in the supervision of the student activity program.
- Participate in the preparation of the master calendar for the school; ensure schedules meet State requirements; distribute to staff, students and parents.
- Operate a variety of standard office equipment including computer and assigned software; drive a vehicle to various sites to conduct work.
- Perform other related duties as assigned by Principal.

#### **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 secondary (7-12) teaching or counseling experience in the public schools or private schools of equivalent status or experience as a secondary or District-level administrator.

**Licenses and other Requirements**

- 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.
- Pupil Personnel Services Credential
- Successful, full-time experience as a classroom teacher in a public school system.
- Successful, full-time experience as a school counselor.

**Knowledge of:**

- Comprehensive organization, activities, goals and objectives of an assigned high 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, counseling, curriculum and instruction development, 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 high 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.
- Meet schedules and time lines.
- Analyze situations accurately and adopt an effective course of action.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.

- Prepare and maintain comprehensive records and reports.
- Work involves frequent supervision of events and programs in the evening.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Office Environment.
- Driving 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: 8/12/1997**

**Unit Approved:**

**Board Approved: 8/25/1997**

**FLSA Status: Exempt**