

MODESTO CITY SCHOOLS

JOB DESCRIPTION

ASSISTANT PRINCIPAL – 9-12, SUPERVISION AND ATTENDANCE

DEFINITION:

Under the direction of the site Principal 9-12, manage and monitor attendance, activities and discipline of students at assigned high school; assist the Principal with administrative duties involving student conduct, curriculum development and school plant operations as assigned; develop and manage programs in school safety, attendance improvement, student discipline; 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 the high school, including instruction, student discipline and other programs and activities; enforce and ensure compliance with applicable State and District codes, policies and laws; attend Individualized Education Plan (IEP) meetings; assist in formulating, articulating, and administering the District's student and athletic conduct code and classroom/school rules; oversee the preparation of and implement student education plans.
- Develop and manage Student Attendance Accounting System; monitor the arrival of late students on campus; ensure implementation of attendance documentation procedures including teacher attendance verifications and student free periods; develop and implement attendance improvement programs; attend Student/Administration/Truancy meetings; maintain contact with Attendance Liaison and manage Attendance Office activities.
- Supervise and evaluate the performance of assigned personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff; direct the implementation of staff development and in-service training, communicate with site and District personnel, and update staff on revised policies and procedures.
- Develop and administer disciplinary procedures in accordance with District policies and State laws; receive referrals and confer with students, parents, teachers and community agencies; investigate, evaluate, respond to and resolve parent, student and staff complaints; ensure students comply with dress code standards; supervise campus supervisors and in-school suspension monitors.
- Participate in the development and implementation of a variety of plans and programs to improve the maintenance and operation of the school facility; ensure the health, safety and welfare of students; coordinate with maintenance and custodial resources to discuss repairs, and ensure proper operational status of facilities and overall school cleanliness; ensure proper management, maintenance and inventory of materials, equipment, buildings and grounds.
- Manage and monitor school safety initiatives and plans; oversee injury and illness reports, school safety meetings, school safety officer programs; process expulsions, SARB referrals, involuntary transfers to alternative programs and education sites.
- Oversee attendance accounting activities; provide oversight of the School Attendance Review Board (SARB) process; monitor student progression in the SARB process; conduct school attendance and detention data development and analysis; attend SARB and SART meetings; collaborate with Child Welfare and Attendance to discuss expulsions, suspensions, transfers, SART/SARB processes, or alternative education options.
- Maintain communication with probation officers, law enforcement, school safety division to monitor crime/violence reports, conduct investigations and student interviews and ensure restorative practices; plan and conduct student/parent/teacher conferences relating to problems, concerns or activities of students; communicate with students, parents and teachers to resolve academic and behavior issues; conduct and respond to student or parent appeals.
- Implement Positive Behavioral Intervention and Supports (PBIS) and other behavior modification systems for staff and students at the site; develop behavioral contracts; address disciplinary consequences for behavioral referrals; communicate with mental health, child protective services and others regarding student intervention needs as appropriate.

- Prepare and maintain a variety of District, County, State and federally-mandated records and reports regarding student attendance, discipline, safety, accreditation, certification and others as directed; prepare the master schedule and facilities use calendar.
- Provide direction, coordination and oversight to assigned academic departments, and/or student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations, suggestions and instructional leadership as appropriate.
- Develop and implement disaster and safe school plan; assist in the development, preparation and implementation of the school plan.
- Supervise students on campus and during sporting events, lunch, extra-curricular activities, dances, award ceremonies, senior activities, graduation, field trips, and other school-wide activities.
- Establish and maintain positive community relationships with community resources and local businesses; conduct articulation activities with feeder and destination schools; attend and conduct a variety of meetings as assigned; serve on various District and community committees; make presentations to parents and community members.
- Assist in preparation of the school budget; assist with the planning, implementation and evaluation of fiscal management of the school; oversee the purchase and distribution of site equipment; assist in the collection and accounting of school funds.
- Operate a variety of standard office equipment including a computer and assigned software; operate a two-way radio; drive a vehicle to conduct work.
- Oversee and coordinate other school activities including testing and assessment, transportation, technology, library and others services as directed.
- Assist the Principal with special projects as directed.

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 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 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.

DESIRABLE QUALIFICATIONS:

- Master's Degree.

Knowledge of:

- Comprehensive organization, activities, goals and objectives of an assigned high school.
- School law administration, applicable sections of the State Education Code and other applicable laws, codes, rules and regulations related to assigned activities.
- District organization, operations, policies and objectives.
- Principles and practices of administration, supervision and training.
- Principles and practices of adolescent development, motivation and learning.
- State testing and assessment requirements.
- State and District attendance accounting and reporting.
- Curriculum development, instructional program delivery strategies and program supervision.

- Counseling and guidance techniques.
- Behavior intervention, assessment and conflict resolution techniques.
- Approved methods and types of disciplinary action.
- Operation of a variety of standard office equipment including computer and assigned software
- Health and safety regulations applicable to the high school campus.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Public speaking skills.

Ability to:

- Organize, coordinate and administer assigned programs and activities related to student discipline, attendance accounting and instruction at an assigned high school.
- Participate in the development and implementation of a variety of plans and programs to improve the maintenance and operation of the school facility.
- Supervise and evaluate the performance of assigned personnel.
- Provide oversight of the SARB/SART and intervention processes.
- Communicate effectively with parents, teachers, authorities and others regarding attendance and discipline problems.
- Prepare and maintain narrative and statistical records and reports.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Communicate effectively both orally and in writing.
- Explain, interpret and ensure compliance with rules, regulations, policies and procedures.

WORKING CONDITIONS:

Work Environment:

- 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

Board Approved: 8/25/1997

FLSA Status: Exempt

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