

MODESTO CITY SCHOOLS

JOB DESCRIPTION

ASSISTANT PRINCIPAL K-6

DEFINITION:

Under the direction of the site Principal K-6, organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned elementary 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, control and direct instructional activities, special programs and plant operations at an assigned elementary school; confer with parents and personnel regarding staff, programs, students, finances and legal requirements; implement and modify the school's mission, goals, objectives and programs as needed.
- Perform a variety of administrative duties to assist the Principal in managing the school; assume the duties of the Principal as assigned; direct implementation of approved curriculum, programs, instructional classes and courses as adopted by District standards; assist in the development, revision, and evaluation of curricula and instruction at the school and District levels.
- Interview, select, direct, evaluate and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives; manage on-site teacher contracts.
- Direct and participate in a planned program of formal and informal classroom visitations and observations; recommend discipline, reassignment or termination action as appropriate.
- Collaborate with various community groups, parent advisory committees, Site Advisory Councils, Parent-Teacher Association, and related groups; implement District guidelines for the promotion and retention of students.
- Enforce applicable State and organization codes, policies and laws; administer site discipline and intervention policies and safety programs; plan and direct the business operations of school.
- Assist in the evaluation and revision of curricular and instructional programs in cooperation with appropriate administrators; communicate with teachers to assure instructional programs meet student needs and requirements; assist in the site pupil services, including development of individual education plans; assist in the organization and implementation of assessment programs.
Analyze data and develop and implement plans for instructional improvement developed from program assessment; develop recommendations for the improvement of curriculum and instruction; establish, coordinate and maintain communication with community and parent groups, law enforcement and other officials.
- Prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate; supervise or schedule the supervision of students on campus before and after school, during lunch, recess and other activities; discipline students per established guidelines.
- Assure the health, safety and welfare of students; coordinate and develop reports for student expulsions, attendance/SART/SARB referrals, school crime reports and student transfers to alternative educational programs.
- Oversee attendance, behavior management, counseling, guidance and other student support services; provide individual academic and personal counseling to students and parents.
- Coordinate the maintenance and operations of the school plant; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds.
- Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.
- Attend, conduct and chair a variety of meetings with faculty, parents and community representatives; attend IEP/SST/504 plan sessions and other meetings as necessary; respond to and resolve parent, student and staff complaints; represent the school at Board and community functions.

- Direct the preparation and maintenance of a variety of County, State and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement and others as directed; direct the maintenance of comprehensive files pertaining to school personnel, plant facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site.
- Operate a variety of standard office equipment including computer and assigned software; operate a two-way radio; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in a related field and five years of classroom experience.

Licenses and other Requirements

- Valid California Teaching or another appropriate 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.

Knowledge of:

- Comprehensive organization, activities, goals and objectives of an elementary school.
- District law administration and applicable sections of the State Education Code and other applicable laws.
- State and local curriculum requirements.
- Board and organizational policies, procedures and regulations.
- Labor relations law and employee contracts.
- State plant facility requirements.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Public speaking techniques.
- Operation of a variety of standard office equipment including computer and assigned software.

Ability to:

- Plan, organize and direct the operations, plant and personnel of an assigned elementary school.
- Organize, direct, evaluate and supervise assigned certificated/licensed and classified staff.
- Direct activities regarding personnel, the physical plant, budget, curriculum and instruction and communications and articulation.
- Train, supervise and evaluate certificated and classified personnel.
- Plan and direct the budget and business operations of the school.
- Establish, coordinate and maintain communication with community and parent groups.

- Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws.
- Plan and organize work.
- Analyze situations accurately and adopt an effective course of action.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Driving a vehicle to conduct work.

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.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

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: 4/1/2003

Unit Approved:

Board Approved: 5/12/2003

FLSA Status: Exempt