

MODESTO CITY SCHOOLS

JOB DESCRIPTION

ASSISTANT PRINCIPAL–ALTERNATIVE EDUCATION

DEFINITION:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate and participate in programs and activities related to the operation of an assigned alternative education school, involving student conduct, school plant operations, curriculum development and instruction as assigned; enforce applicable State and local codes, policies and laws; administer discipline policies and safety programs; implement the school's mission, goals and objectives.
- Implement the adopted District school curriculum, course of study, minimum competencies and the instructional program of the school; perform a variety of administrative duties to assist the Principal in managing the school; assume coordination of duties in the Principal's absence as assigned; assist in the development, implementation, revision, and evaluation of Alternative Education programs.
- Assist the principal in implementing, directing, and evaluating instructional and categorical programs in accordance with State and federal laws, local area education plans, District regulations, and other specially funded program requirements; communicate with teachers to ensure that instructional programs meet student needs and District requirements; review and recommend instructional methods and materials with staff.
- Supervise and evaluate the performance of designated personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist in the evaluation of itinerant personnel assigned to the school; recommend discipline, reassignment, or termination action as appropriate; document evidence of substandard performance; 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; implement school-wide positive behavior interventions, supports and other means of correction.
- Plan and direct the business operations at an alternative education school; assist in developing and administering site budgets; ensure proper allocation of funds for instructional and non-instructional equipment and materials; order supplies as needed; administer the school guidance and counseling program; communicate the instructional program to other educators and parents
- Assist the principal in the communication links with community and parent groups; assist in the preparation and monitoring of site budgets; prepare correspondence, bulletins, flyers, posters, and newsletters on behalf of the school, and publicity for special events and achievements as appropriate; develop correspondence to promote school activities and achievements.
- Manage and implement communication between staff, parents and students through various forms of media/technology such as blackboard, school app and various social media sites.
- Communicate with site and District personnel; update staff on revised policies and procedures and implement changes; read and respond to emails and other correspondence; assist in the maintenance of comprehensive and complex files pertaining to school personnel, plant facilities, inventories, financial information, contracts, insurance, and legislation.
- Supervise students on campus before and after school; monitor students during lunch, recess and other activities; discipline students per established guidelines.

- Assist in planning, organizing and coordinating instructional activities and extracurricular events such as graduation, awards ceremonies, fundraisers, spirit days, student incentives, community outreach activities and special events at a District alternative education school; assist in carrying out community partnership programs; organize, administer, and direct operations of the school plant; ensure proper management, maintenance, and inventory of materials, equipment, buildings, and grounds.
- Oversee attendance functions including SART, SARB and Saturday School; oversee notification to parents as needed regarding absent or tardy students; assist in the development of the master schedule of classes.
- 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.
- Supervise behavior management, counseling, guidance, and other support services; ensure programs and services meet established objectives and requirements; develop and maintain positive student and staff relations; assist Special Education personnel regarding IEP's and section 504 plan meetings.
- Direct the preparation and maintenance of a variety of District, County, State, and federally-mandated records and reports regarding student attendance, welfare, discipline, cumulative records, safety, and academic achievement; ensure the health, safety and welfare of students; implement, monitor and update the school safety plan; conduct safety and emergency drills.
- Collaborate with community agencies including police, sheriff, fire, behavioral health/counseling organizations to address needs and concerns of students, parents, families and site personnel.
- Operate a variety of standard office equipment including a computer and assigned software; operate public address/audio visual systems and a two-way radio; drive a vehicle to conduct work.
- Attend a variety of meetings and conferences; assist the principal by conducting a variety of meetings with faculty, parents, and community representatives; assist in the implementation of staff development and in-service training; coordinate and meet with school site advisory groups; conduct student/parent appeals; represent the school at Board, District, and community functions.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree and three years of experience in the public or private schools of equivalent status.

Licenses and other Requirements

- Valid California Teaching 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
- Successful, full-time experience as a classroom teacher in a public school system.

Knowledge of:

- Comprehensive organization, activities, goals and objectives of an alternative program high school.
- School 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 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 a computer and assigned software.

Ability to:

- Plan, organize and direct the operations, plant and personnel of an alternative program high school.
- Organize, direct, evaluate and supervise assigned certificated and classified staff.
- Direct activities regarding personnel, the physical plant, budget, student services and activities, 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 junior high 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.
- Work involving frequent supervision of events and programs on weekends and evenings as necessary.

WORKING CONDITIONS:

Work Environment:

- Indoor office environment.
- Driving a vehicle to conduct work.
- Working variable hours including weekends and evenings as necessary.

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, prepare/process documents, and to monitor various services and personnel.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Push, pull, and transport instructional and/or presentation materials.
- Sitting or standing for extended periods.
- Walking.

Hazards:

- Exposure to illegal drugs and chemicals.

- Dissatisfied (hostile) or abusive individuals.
- Extreme weather conditions.
- Potential exposure to Blood or Bodily Fluids.
- Use of physical force to control crowds, disperse individuals.

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: 3/18/2003

Board Approved: 6/23/2003

FLSA Status: Exempt

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