

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### ASSOCIATE PRINCIPAL – CURRICULUM AND INSTRUCTION 9-12

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#### **DEFINITION:**

Under the direction of the site Principal 9-12, plan, organize and direct curricular services and resources for districts, and provide leadership in curriculum planning, programming development instructional activities, staff development and other instructional activities; supervise and evaluate the performance of assigned personnel.

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

- Provide leadership in planning, scheduling, reviewing, developing, implementing, and evaluating overall curriculum and the District's instruction programs; assist the Principal in long-range planning related to the operation of the overall educational services program; administer the activities and services in the areas of instructional planning, research and evaluation.
- Provide leadership and direction in the selection and use of instructional materials; plan and coordinate informational programs for administrators; review and evaluate instructional methods, educational materials and academic strategies; revise curricula and materials as needed; recommend additional instructional texts, methods and materials as necessary per requirements and guidelines.
- Provide consultation and coordination services to local, State and private agencies relating to curriculum; direct educational consultant staff in their professional activities; coordinate library services program; review and recommend instructional methods and materials.
- Supervise and evaluate the performance of assigned certificated and classified staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training; coordinate placement of student and substitute teachers; supervise and evaluate performance of instructional staff.
- Provide technical expertise, information and assistance to the Principal regarding assigned functions; assist in the formulation and development of policies, procedures and programs; review and analyze data and develop plans for the improvement of curriculum and instruction; assist in the organization and implementation of assessment programs.
- Conduct expulsion appeals as directed; review and approve inter-district transfers and manage programs such as independent study; prepare master schedule in cooperation with the Principal and Assistant Principal, Pupil Services; coordinate the placement of student teachers and substitute teachers and supervise and evaluate their performance.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; ensure proper completion of required reports and other legal requirements related to curriculum.
- Communicate and work cooperatively with personnel, service agencies, other community agencies to coordinate activities, exchange information, and resolve issues and concerns; develop and promote articulation of instruction within the high schools and between the high school and corresponding junior high schools.
- Direct school to career, after school and other assigned programs and activities; develop and promote instructional programs and services within high school and among junior high schools; assist in the supervision of student activity program; oversee student events as needed.
- Develop and prepare the annual preliminary budgets for Curriculum and Instruction; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a variety of standard office equipment including computer and assigned software; drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings as assigned; serve on various committees related to the evaluation and improvement of education programs.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:****Education and Experience:**

- Any combination equivalent to: Bachelor's degree and five years of educational experience including two years high school teaching experience and three years in an administrative capacity

**Licenses and other Requirements**

- Valid California Teaching Credential.
- Valid Administrative Services 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:**

- Management of educational operations, activities and services at an assigned high school including curriculum, internal school operations and instructional programs, processes and procedures.
- General principles, practices and procedures involved in the development and implementation of educational programs, services, goals, objectives, plans, strategies, standards, projects, processes and procedures.
- Curriculum standards, interpretation and application in a high school.
- Local, State and federal standards and requirements governing school site operations.
- District policies and procedures concerning student discipline.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.
- Comprehensive organization, activities, goals and objectives of assigned programs and services.
- Instructional techniques and strategies related to high school programs and services.
- Policies and objectives of assigned programs and activities.
- Oral and written communication skills.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Public relations techniques.

**Ability to:**

- Plan, organize and direct educational operations, activities and services at an assigned high school including curriculum, and instructional programs, processes and procedures.
- Coordinate and direct discipline functions, welfare and guidance services, testing and evaluation, fiscal functions, communications, personnel, articulation and information to enhance student learning and development and assure smooth and efficient activities.
- Supervise and evaluate the performance of assigned personnel.
- Assist the Principal with directing the day-to-day activities of assigned school site.

- Participate in the development and implementation of school programs, services, schedules, goals, objectives, plans, strategies, standards, projects, processes and procedures.
- Plan, organize and direct internal school operations as assigned.
- Direct articulation functions to assure student preparedness for college and other institutions.
- Coordinate, implement and assist with developing curriculum standards and instructional strategies.
- Investigate and resolve student, administrative and staff issues, conflicts and complaints.
- Provide consultation concerning school operations and activities.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- 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.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Indoor work 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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.

#### **Hazards:**

- Dissatisfied (hostile) or abusive 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: 8/12/1997**

**Unit Approved:**

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

**FLSA Status: Exempt**