

## MODESTO CITY SCHOOLS

Job Description

JC # 0414

### ASSOCIATE PRINCIPAL, ALTERNATIVE EDUCATION

#### OVERALL RESPONSIBILITY

Act as chief assistant to the Principal in matters related to Alternative Education. Serve as Acting Principal at the Alternative Education site in the absence of the Principal.

#### SPECIFIC RESPONSIBILITIES

1. Develop, implement, evaluate, and revise curriculum at school and District levels.
2. Supervise staff in the development, implementation, revision, and evaluation of curriculum.
3. Supervise and evaluate certificated and classified staff.
4. Review and recommend instructional methods and materials.
5. Review and analyze data and develop plans for the improvement of Alternative Education curriculum and instruction.
6. Assist in the selection and orientation of new teachers.
7. Plan and supervise the implementation of staff development programs.
8. Prepare master schedule in cooperation with the Principal and the Assistant Principals, Alternative Education.
9. Assist in the organization and implementation of assessment programs.
10. Supervise department heads.
11. Develop and promote articulation of instruction within the high schools and between the site.
12. Coordinate the placement of student teachers and substitute teachers and supervise and evaluate their performance.
13. Coordinate the library services program with the instructional program.
14. Assist in formulating, articulating, and administering District policies and programs.
15. Supervise school functions as directed.
16. Assist in the supervision of the student activity program.
17. Assist in maintaining a safe, calm and secure campus.
18. Assist in the coordination of categorical programs.
19. Maintain consistent and regular attendance.
20. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
21. Perform other related duties as assigned.

## **ASSOCIATE PRINCIPAL, ALTERNATIVE EDUCATION (continued)**

### WORK YEAR

Approved days as specified on the Management Salary Schedule.

### SALARY

Management Salary Schedule (Range 137)

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

- Knowledge of and ability to apply curriculum development, implementation and evaluation procedures and strategies.
- Knowledge of the intellectual, social, emotional and physical needs of middle school/junior high school and high school age students.
- Knowledge of an ability to apply laws, codes, policies and regulations pertaining to the area of assigned responsibility.
- Knowledge of and ability to apply evaluative instruments and interpretive procedures.
- Knowledge of and ability to apply computer education programs and microcomputer technology.
- Knowledge of and ability to implement conflict resolution and team building strategies.
- Knowledge of and ability to apply textbook selection policies and procedures.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of and ability to apply problem solving processes and techniques.
- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.

#### Experience

##### Minimum Requirements:

- Three (3) years of successful, full-time experience in the public or private schools of equivalent status or experience as a secondary or District-level administrator.

#### Education/Credentials

##### Minimum Requirements:

- Bachelor's Degree.
- Valid California Teaching Credential.
- Valid California Administrative Credential.

##### Desirable Qualification:

- Master's Degree.

#### Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents and relate the spatial distances between objects.
- Sufficient hearing to hear normal conversational speech on and off the telephone.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.

**ASSOCIATE PRINCIPAL, ALTERNATIVE EDUCATION (continued)**

Physical Characteristics (continued)

With or without the use of aids:

Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

Sufficient physical ability to reach horizontally and vertically with arms.

Sufficient lower body strength, stamina and mobility to walk, stoop, and bend.

Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs, sit for extended periods of time, and stand for extended periods of time.

REPORTS TO:

Director of Alternative and Vocational Education

Personnel Approved: 3/13/03

Cabinet Approved: 3/18/03

Board Approved: 6/23/03