

CENTRAL SCHOOL DISTRICT

Job Title: Assistant Principal - Middle School

Occupational Group: Management
& Confidential

Reports to: District Superintendent of Schools

Work Year: 205 days

Date of Board Approval: 8/20/1998

DEFINITION

Under general direction and supervision of the middle school principal, to assist in the administration of a middle school; to plan, develop, organize, coordinate, and supervise the student attendance, behavior management, and extra-curricular activity programs; to assist in the planning, development, and implementation of site, instructional, and operational goals and objectives, and in the evaluation of the effectiveness of educational programs and personnel performance; and to do other related functions as directed.

QUALIFICATIONS

Education/Certification:

- Valid California Administrative Credential
- Working toward the completion of a Master of Arts or higher degree from an accredited college or university in educational administration, or a closely related field.
- Must obtain within six months of employment CPR training and keep it current.

Experience:

- Four years of successful elementary, middle or junior high school teaching experience (or equivalent).

Knowledge and Abilities:

Knowledge of:

Principles, methods, strategies, goals, and objectives of public education; philosophical, educational, fiscal, and legal aspects of public education; procedures, methods, techniques, and strategies pertaining to the administration of a middle school; curriculum, instruction, and pupil service trends, strategies, and techniques; student activity, behavior management, and campus supervision and control methods, procedures, and techniques; program and activity audit and evaluation strategies and procedures; methods, procedures, and strategies of the supervision of instructional processes and curriculum development activities and programs.

Ability to:

Effectively plan, organize, and coordinate the management functions and activities of a middle school; demonstrate a positive instructional leadership model; effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal direction; establish and maintain effective organizational, public, and community relationships.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Assists in the planning, development, organization, coordination, and supervision of instructional programs and activities, which includes curriculum development, program and activity development, and the development of implementation strategies. **E**
2. Advises, counsels, and assists instructional, support, and ancillary personnel in problem solving activities pertaining to student behavior management.
3. Reviews and evaluates student attendance processes and procedures and, as necessary, recommends revisions. **E**
4. Assists in the planning, organization, and development of a master program schedule and calendar. **E**
5. Establishes a learning and working environment that provides for the safety of students and staff. **E**
6. May develop individual student instructional schedules.
7. May perform a variety of guidance related activities, including educational and social counseling, and test administration.
8. Plans, organizes, and coordinates the campus supervision. **E**
9. Assists in the planning, organization, and conduct of a comprehensive student body activity program, including co-curricular activities. **E**
10. Serves as a liaison to safety and youth service agencies in resolving student problems.
11. Assists in the site budget planning and expenditure control process.
12. Evaluates instructional and non-instructional personnel. **E**
13. May assist in the planning, development, and organization of District and site advisory committees and groups.
14. Assists in development and implementation of staff motivational strategies.

WORKING CONDITIONS

Subject to constant interruptions; subject to driving to off-site locations to conduct work; position requires the ability to speak, write, and hear to communicate; Incumbent may be exposed to abusive and hostile students, parents and staff.

OTHER REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's License and insurability by the District's liability insurance carrier. Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.