

Santa Maria Joint Union High School District

Assistant Principal

Duties and Responsibilities

Assistant Principal duties and responsibilities fall within one of three domains: Instruction, Student Services, or Special Programs. Below represents those specific duties and responsibilities and may vary depending on the site placement. Site Assistant Principals work under the direct supervision of the site Principal.

Domain Assignments

<u>Instruction</u>	<u>Student Services</u>	<u>Special Programs</u>
Master Schedule	School Discipline	Special Education
Counseling/Guidance	Attendance	504 Oversight
Department Chairs	School Safety	EL Program
Technology	Campus Security	Testing
	Athletics/Activities	AVID

Ability To

Plan, organize, coordinate, and implement assigned programs and activities
Prepare and deliver presentations
Supervise and evaluate designated certificated and classified personnel
Communicate with students, staff, parents and community groups
Attend and supervise various school events

Required Qualifications

Valid California Administrative Credential
Valid California Single Subject Teaching or PPS Credential
Secondary Administrative Experience or equivalent experience with the District
Valid California Driver's License

Desired Qualifications

Bilingual/Spanish
Successful experience in a multi-cultural setting
Advanced technological literacy

Contractual Days

210 Days

Salary

Ranges from \$131,770 to \$145,277

Benefits

Competitive health and dental package

4/2019

ASSISTANT PRINCIPAL

Primary Function:

To assist and participate in the planning, organizing and administering of assigned operations, activities and educational programs of a District high school in accordance with the District's general policies, the regulations of the State Board of Education, the Educational Code and applicable federal and state laws. Employees in this classification receive direction from a principal within a framework of policies and guidelines. Employees in this classification supervise, coordinate and evaluate the work of others; must be capable of administering a wide variety of programs, projects, operations and activities as found in the ever changing and challenging public high school environment; have knowledge of accepted and successful educational processes/methods as well as strong administrative capabilities, excellent organizational planning skills and the ability to effectively communicate with diverse, multi-cultured individuals and groups. Some incumbents in this job classification may administer and participate in all facets of school site administration and may be assigned to designated functions in the area of instructional support, student services, or special programs of a District high school. Functional assignments may differ from school site to school site depending on particular site/program needs and priorities.

Essential Functions:

- plans, organizes, coordinates and implements assigned educational/instructional programs, facility operations, administrative functions and/or student support activities for a District high school.
- communicates and interacts with students on a continuous basis; conferencing, counseling, monitoring and observing; participating in and/or attending a variety of student events and activities.
- attends meetings and actively participates with a variety of school site, District-wide, community, and/or special interest committees and councils as a member and/or advisor.
- maintains and continues to develop professional expertise in areas of educational philosophies and practices, management skills and school site administration; attending professional conferences and workshops, reviewing various job-related materials and reading; and networking with other educators and school administrators.
- prepares and delivers presentations.

Essential Instructional Support Functions:

- counsels, advises and oversees the work of certificated staff members; conducting formal and informal classroom/teaching observations, preparing write-ups and feedback to teachers and administrator, discussing evaluation results with the teacher, and providing support/advice to teacher as needed.
- develops and coordinates assigned school's master schedule; determining the number of certificated FTE available, the number and type of classes needed, rooms available, student's needs, individual teacher's strengths and needs, etc. and combining these elements in an efficient and effective arrangement of people, time and space.
- acts as major resource to instructional departments in the development of a curriculum that is in accordance with the District's educational plan and philosophy and the school's long range objectives; providing advice, support, research, resources, motivation and encouragement as necessary.
- coordinates, monitors and participates in the development and on-going maintenance of appropriate courses of study for each class being offered at the assigned high school; ensures that appropriate District standards, designated university requirements and state guidelines are being met.
- monitors assigned special instructional projects/programs to ensure compliance with both state and federal guidelines and the maintenance of instructional integrity.
- administers, coordinates and monitors a variety of staff development activities for school site personnel to ensure compliance with staff's professional growth criteria and to enhance the knowledge and skills of all site employees.

-coordinates, monitors and participates in the development of a school site plan for the acquisition of textbooks/instructional resources in accordance with curriculum guidelines and budgetary constraints.

Essential Administrative Support Functions:

-supervises, coordinates and oversees the work of classified staff members; interviewing applicants, monitoring and participating in staff supervision, discipline and evaluations.

-inspects building and grounds facilities to determine maintenance and operational needs and works with the plant manager to establish priorities for the appropriate repair and maintenance of these facilities.

-develops and implements School Safety plans and conducts appropriate drills periodically.

-administers, supervises and monitors attendance functions and activities at assigned school site; developing and implementing appropriate procedures and processes to ensure compliance with state reporting requirements within designated timelines.

-Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. The applicable number from the chart below best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

- | | | | |
|---------------|------------------|------------------|----------------|
| 1. Seldom | = Less than 25 % | 3. Often | = 51 to 75 % |
| 2. Occasional | = 26 to 50 % | 4. Very Frequent | = 76 % & above |

4 a.Ability to work at a desk, conference table or in meetings of various configurations.

3 b.Ability to stand for extended periods of time.

3 c.Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.

4 d.Ability to hear and understand speech at normal levels.

4 e.Ability to communicate so others will be able to clearly understand a normal conversation.

4 f.Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl.

3 g.Ability to lift 25 lbs.

3 h.Ability to carry 25 lbs.

3 i.Ability to operate office equipment.

4 j.Ability to reach in all directions.

EMPLOYMENT STANDARDS:

Knowledge of:

-principles, philosophies and practices of accepted educational systems

-appropriate instructional methods, techniques and practices

-pertinent federal and state laws, regulations and guidelines related to public school administration

-state educational codes

-principles, methods and practices of a public school administration particularly as it relates to a high school site

-proper management techniques and methods

-District policies, administrative directives and educational philosophy

Skill to:

- interpret and successfully apply a variety of federal and state laws, regulations and guidelines as they relate to public school educational and administration
- interpret and successfully implement District policies, objectives, directives and educational philosophy
- plan, direct and administer assigned operational and administrative functions for a large, comprehensive high school
- analyze complex and varied data/information from a variety of sources, develop practical and applicable alternatives with justifications, determine the most suitable solution and make recommendation
- communicate effectively and tactfully in both oral and written forms
- supervise, motivate and evaluate the work of others
- plan, manage and prioritize a wide variety of functions within a given time- frame and limited resources
- effectively and realistically control and monitor expenses
- prepare a variety of reports and presentations including highly complex, technical and analytical writings
- counsel and advise employees, students, parents and the public effectively and positively
- establish and maintain effective work relationships with those contacted in the performance of required duties

Education and Experience:

- Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Possession of a valid California administrative credential required. Possession of a valid Single Subject Teaching or PPS Credential required.
- Bilingual Desired
- Successful experience in a multi-cultural setting
- Advanced technological literacy

4/2019