HIGH SCHOOL ASSISTANT PRINCIPAL

BASIC FUNCTION:

Under the direction of the Principal, organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned high 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 JOB FUNCTIONS:

Assume the role of the principal in his/her absence.

Plan, organize, coordinate and participate in programs and activities related to the operation of an assigned high 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.

Perform a variety of administrative duties to assist the Principal in managing the school; assume the duties of the Principal as assigned.

Assist the principal in implementing, directing, and evaluating instructional and categorical programs in accordance with State and federal laws, LCAP, District regulations, and other specially funded program requirements; communicate with teachers to assure that instructional programs meet student needs and District requirements.

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 the high school; assist in developing and administering site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials; order supplies as needed.

Assist the principal in the communication links with community and parent groups; conduct articulation activities; 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.

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Communicate with site and District personnel; update staff on revised policies and procedures and implement changes; read and respond to emails and other correspondence.

Supervise students on campus before and after school; monitor students during lunch, recess and other activities; discipline students according to 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 high school; assist in carrying out community partnership programs.

Oversee athletics and other programs as assigned.

Organize, administer, and direct operations of the school plant; assure proper management, maintenance, and inventory of materials, equipment, buildings, and grounds.

Monitor and oversee attendance functions including SART, SARB, Saturday School; may call parents as needed regarding absent or tardy students.

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.

Assist with the oversight of curricular programs, data analysis, State and District testing, student interventions and educational incentives.

Assist in the development of the master schedule of classes.

Supervise behavior management, counseling, guidance, and other support services; assure programs and services meet established objectives and requirements; develop and maintain positive student and staff relations.

Serve as a liaison to Special Education personnel regarding IEP's and section 504 plan meetings.

Assure the health, safety and welfare of students; implement, monitor and update the school safety plan; conduct safety and emergency drills.

Substitute for or relieve other certificated personnel as required.

Direct the maintenance of comprehensive and complex files pertaining to school personnel, plant facilities, inventories, financial information, contracts, insurance, and legislation.

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.

Collaborate with community agencies including police, sheriff, fire, city councils, behavioral health/counseling organizations to address needs and concerns of students, parents, families and

site personnel.

Operate a computer and other office equipment as assigned; operate public address/audio visual systems and a two-way radio; drive a vehicle to various sites 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.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Comprehensive organizations, activities, goals, and objectives of an assigned high school.
School law administration and applications of the State Education Code and other applicable laws.
State and local curriculum requirements and design.
Board and District policies, procedures, and regulations.
District technology and systems in order to extract and interpret student data.
Principles and practices of administration, supervision, and training.
Special education policies particular to IEP's and 504 plans.
State child welfare and reporting rules and requirements.
Current instructional standards and faculty requirements.
Educational terminology.
Student information systems and related technology.
Common Core standards and teaching methods.
Labor relations law and employee contracts.
Applicable testing policies and procedures.
State plant facility requirements.
Budget preparation and control.
Interpersonal skills using tact, patience, and courtesy.
Public speaking techniques.
Oral and written communication skills.
Operation of a variety of office equipment, a computer and assigned software.

ABILITY TO:
Organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned high school.
Assist the Principal with administrative duties involving student conduct, testing, school plant operations, curriculum development and instruction as assigned.
Direct, evaluate and supervise assigned certificated and classified staff.
Prepare and deliver oral presentations.
Establish, coordinate and maintain communication with community and parent groups.
Assist with the implementation, evaluation and modification of instructional and categorical programs in accordance with applicable laws.
Plan and organize work.
Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.
Interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Prepare and maintain comprehensive records and reports.
Operate a computer and other standard office equipment.
Work involving frequent supervision of events and programs in the evening and variable hours.
Work with constant interruptions.

Verbal/written fluency in Spanish is desirable.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.
Ability to read printed matter and computer screens.
Ability to communicate so others will be able to clearly understand a normal conversation.
Ability to understand speech at normal levels.
Ability to bend, twist, stoop, and reach.
Ability to push, pull, and transport instructional and presentation materials.
Ability to drive a personal vehicle to conduct business.
Hearing and speaking to exchange information and make presentations.
Sitting for extended periods of time.

EDUCATION AND EXPERIENCE:

Professional

Required: Master's degree in education, public administration, or related field and three years of experience as a classroom teacher in a public school setting with increasing responsibilities at the site level.

Personal

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

CREDENTIAL

Must hold an Administrative Services Credential or an Administrative Services Certificate of Eligibility.

Must possess a valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:
Office/classroom/outdoor environment.
Driving a vehicle to conduct work.
Variable hours.

HAZARDS:
Dissatisfied or abusive individuals.