

**HIGH SCHOOL ASSISTANT PRINCIPAL****DEFINITION:**

Under the supervision of the Principal, serve as an educational leader and assist the Principal in the planning, coordination, and directing of activities and programs in one or more areas of emphasis, including student attendance, student discipline, curriculum, counseling and guidance, extra-curricular activities, school budget and finance, and facility maintenance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the Principal in providing leadership to the professional staff in determining objectives and identifying school needs as the basis for developing long and short range plans for the school.
- Provide leadership for the overall instructional program; interpret and implement the district approved curriculum program in the light of individual school needs.
- Assist in recruiting, screening, selecting, assigning, supervising, and evaluating performance of certificated and classified staff members; motivate employee performance and enhance morale; maintain documentation; recommend appropriate action in cases of substandard performance.
- Assist in planning, organizing, implementing district staff development and training; provide guidance to teaching staff in the implementation of the State frameworks, standards and SVUSD curriculum; encourage and support professional growth for all staff members; participate in own professional growth.
- Assist the Principal in assigning all students in such a way as to encourage their optimal growth and make periodic appraisals of their progress; advise, counsel, and assist instructional support, and ancillary personnel in problem solving activities pertaining to student performance and behavior to determine appropriate solutions.
- Assist in planning, coordinating and evaluating the total program of pupil services including guidance and counseling; attend Student Study Team and Individual Educational Planning meetings, as appropriate; maintain liaison with District student services personnel, including psychologists, speech therapists, nurses, etc.; assist in coordinating and managing support programs at the school for students with special needs.
- Assist in the supervision of student enrollment, records, attendance and health requirements.
- Help plan, schedule and supervise student activities.
- Assist the Principal in developing school plans and organizational procedures for the health, safety, discipline, and conduct of the students as established by District policies and State law; assist in the implementation of appropriate student discipline, seeking alternative solutions when appropriate; represent the local school in screening committee meetings for continuation school placement.
- Maintain effective community relations; assist in communicating to parents regarding all phases of the education program; assist the Principal in carrying out a program of community relations as a means of taking the initiative in interpreting and furthering school programs through parent groups and other community organizations; coordinate any necessary contact with juvenile or police authorities.
- Assist the Principal in the communications between the central administration and all building employees in the school and interpret, support, and implement District and State policies and procedures.
- Assist in the responsibility for the entire operational effectiveness of the school; plan, supervise and direct the business operation of the school in accordance with District policy and procedures; help oversee site budget planning and expenditure control process.
- Help establish an effective school administrative organization and clear lines of responsibility with the necessity of appropriate delegation of authority.
- Supervise the athletic program regarding compliance with District and CIF (California Interscholastic Federation) regulations, and work directly with and supervise the athletic directors.

- Assist in the planning, organizing, and conducting a comprehensive student body activity program, including co-curricular activities, budget planning and expenditure control, and student government functions and activities.
- Serve as the chief administrator in the absence of the Principal.
- Perform other duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

Child development; procedures, methods and strategies pertaining to the administration of a high school; State standards, curriculum and instruction; school safety, discipline and supervision; Education Code, local policies, and State and Federal laws relating to minors; technology; contract management; methods and procedures of supervision and evaluation; current educational theories and practices.

Ability to:

Plan, organize and direct school operations; communicate effectively, both orally and in writing; establish and maintain effective working relationships; demonstrate effective leadership; manage, supervise, motivate and train personnel; analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision, and manage multiple tasks.

Experience:

Minimum of three years of successful school teaching, preferably at the comprehensive high school level; secondary level administrative experience desirable.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent standing or walking much of the time with some sitting, bending, stooping, squatting and twisting. High level of stamina and energy required, and regular availability on evenings and weekends for supervision of school events. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential or valid pupil personnel services credential; valid California administrative credential; and valid California driver's license.

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