

## Assistant Principal (High School)

### PRIMARY FUNCTION

Assists the Principal in managing and administering school programs, including supervision of certificated and classified employees, student discipline, and attendance monitoring, and managing specific school programs as assigned. Supervise classroom instruction and evaluates teaching performance for assigned curriculum area. Assisting in creating a total school atmosphere conducive to optimum student progress. Participates in the ongoing development and evaluation of the District's Strategic Plan.

### MAJOR RESPONSIBILITIES

- Assists the principal in the overall administration of the school.
- Serves as a principal in the absence of the principal.
- Administers and maintains discipline throughout the student body.
- Implements the District-approved program of instruction by:
  - Assisting in creating a total school atmosphere conducive to optimum student progress.
  - Participating in the ongoing development and evaluation of the District's Strategic Plan.
  - Assists in implementing effective guidance and health services for all students.
  - Assists in interpreting data for program improvement.
- Responsible for personnel management functions of the school by:
  - Assists in making recommendations regarding the selection of school personnel.
  - Assists in interviewing prospective teachers for assigned curriculum area.
  - Supervise classroom instruction and evaluates teaching performance for assigned curriculum area.
  - Supervise classified staff.
  - Evaluates achievement and placement of students in assigned curriculum area.
  - Coordinates Summer School program as needed.
  - Serves as member of the textbook selection committee for assigned area.
  - Assists in developing effective lines of communication and staff input in educational planning.
  - Prepares budget in assigned curriculum areas as directed by the principal.
  - Participate in student study teams, 504 planning, and IEP process as needed.
- Monitors the academic achievement of students and makes recommendations for interventions or alternative placements.
- Responsible for general administrative functions such as maintaining accurate records and preparing reports.
- Responsible for assisting with school plant management functions as assigned by assuming responsibility for a healthful environment and safe school facilities.
- Assists with the management and implementation of computerized attendance, data management, scheduling and grading system (Aeries).

- Participate in the development of policies as a member of the administrative team and interpret school and District programs, policies, and procedures to students, staff, parents and community.
- Assists in safety inspections and safety drill practice activities/safety plan preparation.
- Assisting in the development and maintenance of productive community relations.
- Assumes a leadership role in change and revitalization projects.
- Actively pursue professional growth activities for staff under their supervision.
- Supervises campus, school events, and activities as assigned.
- Oversees the coordination of Site testing.
- Assists/Leads graduation activities and ceremonies.
- Performs other duties as assigned necessary for the effective operation of the District and the school.
- Supervise after school program

Other Duties:

- Perform related duties as assigned.

Required Knowledge, Skills and Abilities

- Working knowledge of curriculum and instruction
- Instructional delivery and assessment support to ensure student learning
- Supervision and evaluation of staff
- Resource Management
- Laws related to site level management
- Basic techniques and strategies concerning supervision, motivation, and performance evaluations.
- Thorough understanding of school operations
- Strong organizational, communication, and interpersonal skills
- Ability to coordinate campus support operations
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate campus functions Ability to implement policy and procedures
- Ability to interpret data
- Strong organizational, communication, public relations, and interpersonal skills

Education/Licenses/Experience:

- Valid credential authorizing services as a California Teacher required.
- Valid Administrative credential.
- Minimum of three (3) years successful teaching experience.
- Administrative experience preferred.

### Working Conditions

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit; irregular hours. The employee frequently is required to walk or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 50 pounds. There are no specific vision abilities required by this job.

**Work Environment:** The noise level in the work environment is usually moderate.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile. Ability to communicate effectively (verbally and written), instruct and model desirable skills and attitudes, remain productive and maintain control under stress, supervise others in a non-coercive manner, maintain a clear focus on customer service.

### Work Year

209 Days

### Salary Schedule

Class 1400, Unrepresented Certificated Management Salary Schedule (based on current salary placement)

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