

BERRYESSA UNION SCHOOL DISTRICT CERTIFICATED POSITION DESCRIPTION



JOB TITLE: ASSISTANT PRINCIPAL

Job Purpose Statement/s: Under the direction of the site Principal, assists with the operations of the school provides support in planning and organizing activities. Assists with directing the instructional programs, site operations, and personnel for the school; provides support for a safe and positive learning environment for the students and staff. Supervises and evaluates the performance of assigned personnel; and conducts other related duties as directed.

Essential Job Functions:

- Assists in leadership and coordination in the organization and/or improvement of instruction.
- Supervises and evaluates the performance of assigned personnel; assists subordinates with proper evaluation of objectives and needs.
- Assists in the development of school goals and objectives and site specific educational plan.
- Ensures compliance with all state and federal guidelines regarding implementation of programs.
- Coordinates and supervises routine tasks as yard duty, cafeteria, traffic patterns, and safety patrol activities.
- Assists in the development of staff assignments; assigns faculty and staff as appropriate to meet school objectives.
- Implements District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Under the direction of the principal, participates in a planned program of formal and informal classroom visitations and observations; recommends performance improvement strategies, discipline, reassignment or termination actions as appropriate; documents evidence of substandard performance.
- Communicates with parents and staff members to effectively address the needs of students related to both academic and social emotional areas.
- Participates in Instructional Leaders' Professional Learning Community work.
- Enforces applicable State and District codes, policies and laws; administers District and school site discipline, intervention policies and safety programs.
- Provides orientation, in-service and assistance to substitutes, student teachers, paraprofessionals, etc. as directed.
- Directs and coordinates student body activities.
- Ensures that the instructional needs of each individual student are being met and assists in special services referrals as needed.
- Under the direction of the principal, prepares and writes correspondence, bulletins and other communications on behalf of the school; arranges for school-level public relations and publicity for special events and achievements as appropriate.
- Directs the supervision of students on campus before and after school, during lunch, recess and other activities.
- Disciplines students according to established guidelines. Ensures the health, safety and welfare of students; oversees attendance, behavior management, counseling, guidance and other student support services; provides individual academic and personal counseling to students and parents.
- Assists the principal with the maintenance operations of the school site; ensures proper management, replacement, repair, maintenance and inventory of materials, equipment, buildings and grounds.

BERRYESSA UNION SCHOOL DISTRICT CERTIFICATED POSITION DESCRIPTION



JOB TITLE: ASSISTANT PRINCIPAL

- Attends, conducts and chairs a variety of meetings with faculty, parents and community representatives; responds to and resolves parent, student and staff complaints.
- Performs other related duties as assigned.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- Master's Degree from an accredited College or University
- Must possess a valid California Administrative credential.
- A minimum of three years of successful experience in education (teaching experience preferred).
- Must have experience with diverse student and community populations.

Knowledge and Abilities:

KNOWLEDGE OF:

- Curriculum and Instruction.
- Legal mandates, applicable sections of the Education Code, District policies and regulations, general labor relations, laws, practices and procedures and financial and statistical record-keeping techniques.
- Principles, trends, methods, strategies, practices and procedures pertaining to classroom and organization management.
- California Standards for the Teacher Profession and the California Standards for Educational Leaders.
- General education, categorical programs and laws, codes, rules and regulations related to areas of responsibility.
- Modern data management, storage and retrieval systems.
- Effective communication and public and employee relations strategies, methods and techniques.
- Effective classroom and instructional practices.

ABILITY TO:

- Work in a fast-paced environment with frequent interruptions.
- Plan, organize, direct and manage a school campus.
- Analyze organizational problems, develop alternative solutions and make/recommend sound and timely decisions.
- Assure compliance with applicable district policies, regulations, rules and procedures and State and Federal laws, codes and regulations.
- Maintain confidentiality of records and privileged communications
- Communicate effectively both orally and in writing including preparation and delivery of oral presentations.
- Accurately interpret and administer legal mandates, policies, regulations and negotiated agreements.

**BERRYESSA UNION SCHOOL DISTRICT
CERTIFICATED POSITION DESCRIPTION**



JOB TITLE: ASSISTANT PRINCIPAL

- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Ability to establish and maintain effective relationships with a wide variety of groups and individuals.
- Train, supervise and evaluate assigned staff.
- Prepare, administer and monitor assigned budgets.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and timelines.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Plan, coordinate and provide staff training.
- Provide leadership and stability for continuity of services.
- Drive a vehicle to carry out duties and responsibilities of the position.

Working Conditions:

ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor
- Office environment
- Subject to driving to off-site locations to conduct work.
-

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

**BERRYESSA UNION SCHOOL DISTRICT
CERTIFICATED POSITION DESCRIPTION**



JOB TITLE: ASSISTANT PRINCIPAL

Reports to: Site Principal

Work Year: 206 Days

Salary Placement: Certificated Management Salary Schedule

Additional Stipends for Master's, Doctorate degrees and years of experience

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Administrators

Board Approved: May 2, 2003

Revised: December 8, 2015