



**June 2022**  
**Updated Job Description**  
**Board Approval: June 13, 2022**

## **ASSISTANT PRINCIPAL OF ALTERNATIVE EDUCATIONAL PROGRAMS**

### **Definition**

The Assistant Principal of Alternative Education Programs, under the general direction of the Principal of Alternative Education Programs, will be responsible for all alternative education programs to include the continuation high school, adult transition program and online academy. The Assistant Principal will assist in leadership, direction, supervision, and accountability in the areas of instruction and curriculum, student educational development and achievement, analysis of student achievement data, safety and security, staff development and evaluation, community building, school facilities, staffing, financial management, student services and activities (student discipline, attendance, etc.) and articulation with the District.

### **Essential Duties and Responsibilities**

- Assist with the operation and supervision of all alternative programs.
- Establish and maintain positive relationships with students, staff, families, community organizations, and institutions which may provide education resources to his/her operational unit.
- Supervise the pupil services components of all alternative educational programs, including attendance, discipline, and counseling.
- Supervise and evaluate the instructional and support staff.
- Assist with the coordination and implementation of the instructional program including the online program.
- Attend and participate in all school level and District meetings.
- Maintain communication with District staff, students, and parents.
- Troubleshoot and resolve problems and concerns.
- Assist with staff development and parent in-service training programs.
- Assist the principal in developing a master schedule that meets the needs of all students.
- Work with Special Education case managers and staff to ensure students are meeting their IEP goals.
- Attend and actively participate in IEP meetings.
- Support the operation of the school in its relationship to the District's adopted goals.
- Assist the principal on WASC, and Model continuation reports
- Support A-G pathway implementation and all associated responsibilities such as course list management and master scheduling.
- Assist school staff to develop responsible student citizenship.
- Work and plan with the instructional staff to ensure that all instructional requirements of district policies, and state and federal laws are implemented.
- Conduct periodic meetings with teachers and staff to review curriculum,

instructional strategies, and operating procedures.

- Adhere to the policies of the Board of Education, regulations of the California Administrative and Education Codes and other applicable laws and regulations.
- Participate cooperatively and implement the procedures set forth by the District for certificated and classified evaluation and assessment.

### Required Qualifications

- At least three to five years of successful teaching experience, preferably at the secondary level.

### Preferred Qualifications

- Administrative experience at the high school level.
- Training in areas of secondary curriculum, supervision of instruction and student services is desirable.
- Training in Special Education.
- Bilingual (Spanish) Preferred.

### Training and Experience

- Master's Degree in Education.
- Secondary school experience.
- A valid California teaching credential and a program of professional preparation, including student teaching.
- A valid Administrative Services Credential authorizing K-12 service.

### Knowledge of

- Comprehensive organization, activities, goals, and objectives of a school.
- Principals, techniques, strategies, goals, and objectives of public education.
- Instructional techniques and methods.
- Modern innovative and creative curriculum and instructional trends.
- Educational theory, practice, and lesson design.
- Community relations methods.
- Budget preparation and control.
- Effective collaborative protocols.
- Principles and practices of administration, supervision, and training.
- Oral and written communication skills.
- Instructional practices and behavior management techniques.
- Instructional Methodology.
- Curriculum development and design.
- Secondary Adult Transition planning.
- California Independent Study laws and policies.
- College and Career Readiness standards

### Ability to

- Work independently with little direction.
- Plan, schedule and organize work.
- Direct lead and coordinate the multifaceted functions and activities of a school site.
- Use critical judgment in the evaluation of data and the development of reports.
- Generate a range of alternative solutions and courses of action associated with increasing educational outcomes.
- Apply data and statistics in classroom practice.
- Exercise good judgment.
- Meet schedules and timelines.
- Direct, Motivate, train, supervise, evaluate, and counsel employees.
- Evaluate and supervise the performance of assigned staff.
- Manage site budgets and other resources.
- Communicate well, both orally and in writing.
- Relate well to the staff, students, and community.
- Establish and maintain a high level of faculty and student body effectiveness.
- Work confidentiality with staff, students, parents, and community.
- Organize workshops and professional development activities.
- Effectively work with the diversity of individuals.
- Support the goals and objectives of the Governing Board, Superintendent, and Cabinet.

### Salary

- This position will be paid on the appropriate step of the certificated management salary schedule:
  - 213 days, positive work year calendar
  - Salary Range \$9356.04-\$10,245.82