



June

2023 Revised Job Description

Board Approval: June 12,

2023

Board Approval: September 11, 2023

High School Assistant Principal

Definition

The High School Assistant Principal, under the general direction of the High School 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. The Assistant Principal plays a supportive role in raising student achievement, fostering leadership and decision-making among all members of the school community, and establishing a student- focused environment in the school.

Essential Duties and Responsibilities

- Assist with the operation and supervision of all 9-12 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 a 9-12 educational program, including attendance, discipline, and counseling
- Assist in providing all students with a safe, clean, and appropriate learning environment
- Supervise and evaluate the instructional and support staff
- Work closely and cooperatively as a site and District management team member
- Assist in planning, organizing, and staffing all programs of instruction in the school
- Attend and participate in all required school level and District meetings
- Maintain communication with supervisor and site staff, students, and parents
- Engage in and maintain positive relationships with students, families, and the community
- Assist in troubleshooting and resolving 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 with WASC and other accreditation 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
- Assist in assessing, interpreting, and resolving problems
- Provide input on the annual objectives for the instructional, extracurricular, and athletic programs of the school
- Assist with the coordination of articulation/registration with feeder schools and the school orientation program for new pupils
- Conduct periodic meetings with teachers and staff to review curriculum instructional strategies and operating procedures
- Provide input and support for the use of community resources, cooperate with the community in the use of school facilities, interpret the school program for the community, and maintain communication with community members
- Support, implement, and adhere to the policies of the Board of Education, regulations of the California Administrative and Education Codes, and other applicable laws and regulations
- Adhere to the District's evaluation guidelines for certificated and classified evaluation and assessment
- Carry out other duties and responsibilities as directed

Required Qualifications

- Three - Five years of teaching in education
- Master's degree or advanced degree of at least equivalent standard from an accredited college or university
- Valid Administrative Services Credential authorizing K-12 service
- Valid Teaching Credential

Preferred Qualifications

- Secondary School administrative experience
- Doctorate degree in educational leadership from an accredited college or university
- Bilingual, preferably in Spanish or Mandarin

Knowledge of

- Comprehensive organization, activities, goals, and objectives of a school
- Principles, techniques, strategies, goals, and objectives of public education
- Instructional techniques and methods
- Modern research-based, 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
- California Independent Study laws and policies
- College and Career Readiness standards

Ability to:

- Work independently with little direction
- Plan, schedule, and organize work
- Assist and support 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
- 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 confidentially with staff, students, parents, and community
- Organize workshops and professional development activities
- Effectively work with a diversity of individuals
- Support the goals and objectives of the Governing Board, Superintendent, and Cabinet

Salary –

Effective for all High School Assistant Principals hired on or after September 12, 2023

This position will be paid on the appropriate step of the certificated management salary schedule:

- 215 days, positive work year calendar
- \$136,095 - \$148,995 annual salary