



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
Assistant Principal

JOB DESCRIPTION

ESSENTIAL FUNCTION

The Assistant Principal shall assist the Principal in all matters as designated by the Principal.

DIRECTLY RESPONSIBLE TO

Site Principal

IMMEDIATE SUBORDINATES

Certificated and Classified staff

DUTIES AND RESPONSIBILITIES

The Assistant Principal shall act as an advisor to the Principal. All acts performed by the Assistant Principal are subject to review and the final approval of the Principal. In the absence of the Principal the Assistant Principal shall be in charge of the school.

Examples of Duties:

Assist the Principal in the process of employee and teacher evaluations; assist the Principal in certain designated areas relating to supervision of instruction and improvement in curriculum; advise and consult with the Principal in areas relating to the purchasing of school supplies; assist the Principal in areas relating to public relation; maintain inventory of such things as sports/playground equipment and textbooks; coordinate systematic discipline system schoolwide; execute disciplinary procedures on students referred from classrooms; communicate with parents regarding disciplinary matters; assist the Principal in areas relating to student activities; may arrange for transportation for field trips and activities; direct the School Independent Study Program; audit and follow up on attendance referrals (absences and tardies); may assist with projects; may direct fund raising activities; District Responsibilities may include coordination and supervision of Migrant Programs, Safety Programs, and SARB; Perform all other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods, strategies, goals, and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects of public education;
- Procedures, methods, techniques, and strategies pertaining to the administration of an elementary level school operation;
- Curriculum, instruction, and pupil service trends, strategies, and techniques;
- Student activity, behavior management, and campus supervision and control methods, procedures, and techniques;
- Program evaluation strategies and procedures;
- Methods, procedures, and strategies of the supervision of instructional processes and curriculum development activities and programs.

Ability to:

- Effectively plan, organize, and coordinate the management functions and activities of an elementary school operation;

- Demonstrate a positive instructional leadership model;
- Effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational, public, and community relationships;
- Work well under pressure and be able to meet multiple deadlines;
- Demonstrate cooperative behavior with supervisors, colleagues, and subordinates

Education and Experience:

- Minimum of five (5) years successful experience in the elementary grades under a certificated credential;
- Possess a valid California credential authorizing service as an administrator in an elementary level school

Desirable

- Experience working with specially funded projects.
- Ability to speak, read and write Spanish

Physical Abilities:

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.

- Dexterity of hands to finger, handle, or feel objects, tools, or controls, talk, and hear;
- Frequently required to sit, stand, and walk for extended periods of time;
- Be able to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl;
- Occasionally lift and/or move up to 25 pounds;
- Sufficient vision to read printed material, and see objects;
- Hearing and speaking to exchange information;
- Be mobile in order to move around to different school sites;

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Specific work will be at School sites and the District office, Indoor and outdoor work setting, subject to interaction with other individuals (adults and children).

Clearance Information

- TB Test clearance
- Criminal Justice Fingerprint clearance
- Valid Driver's license and insurability

Salary and Work Year Information:

Management Salary: Assistant Principal

Work Year: 200 days, July 1 through June 30

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.