

## STOCKTON UNIFIED SCHOOL DISTRICT

### ASSISTANT PRINCIPAL, HIGH SCHOOL

#### DEFINITION

Provide educational leadership by assisting in the overall management of the school related to educational programs, staff development and evaluation, student discipline, co-curricular activities, parent and community relations; preparation of periodic reports; and perform related duties as assigned.

#### SUPERVISION RECEIVED AND EXERCISED

Receive general direction from the school Principal. May exercise direction over teachers, counselors and specialists; general supervision over head and lead custodians and clerical staff; and general, technical and/or functional supervision over assistants.

#### EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Assist in the development of effective instructional programs, including the supervision and evaluation of teachers and the design of appropriate curricula
- Serve as administrative head of the school in the absence of the principal
- Share in administering educational services, such as library, audiovisual, safety, health, textbooks, cafeteria, student transportation, and student body finances
- Supervise various co-curricular activities such as student government, assemblies, clubs, and student store; plan and coordinate the athletic, social, cultural and academic programs of the school
- Supervise staff operations relating to student attendance records, master scheduling, room assignments, purchase and inventory of materials and supplies
- Administer programs to insure acceptable standards of student discipline, contact and coordinate activities with law enforcement and other social agencies as necessary
- Share responsibility for staffing, overseeing and evaluating subordinate, administrative and classified personnel
- Plan and administer, as assigned, programs for student evaluation and counseling
- Coordinate plant maintenance activities through supervision of the vandalism protection programs and safety education
- Prepare monthly reports in areas such as: finances, clubs, athletics, transportation and special project summaries
- Serve as school spokesperson in the community working with parents and community groups to interpret and gain support for educational programs
- Communicate with teachers, administrators, and students and the community concerning student activities relating to them; attend student, parent, and administrative and professional meetings
- Coordinate services provided by community agencies in areas such as health and narcotics education related to student welfare; share in organizing and coordinating local community agency committees; serve as a leader in community concerned with the welfare of youth
- Coordinate special student projects with other schools and supervise student trips; supervise school rallies, assemblies and athletic events
- Provide instructional leadership in the areas of curriculum development and implementation, staff development and in-service education programs, orientation programs, and teacher training activities

EXAMPLES OF DUTIES (continued)

- Assist in the preparation of financial and other reports as required by the District office
- Coordinate liaison activities with law enforcement agencies such as the juvenile, police, and probation departments and with welfare agencies as they affect students
- Contribute to the development of the Master schedule involving the approved teacher–student norm, curriculum requirements, teacher capabilities, and availability of rooms; plan and administer enrollment procedures and programs for counseling, evaluation and attendance
- Supervise the operation and organization of student government
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Techniques and methods of direct and in–direct supervision
- Needs, concerns, interests and problems of the varying groups within the community served by the school
- Physical, emotional, social and intellectual needs of student and theories of discipline
- Curriculum, instructional approaches, strategies, materials and current trends in education
- Record keeping practices including those needed for budget administration, evaluations and overall administration
- Basic requirements of policies, regulations, laws and guidelines pertinent to the administration of a school’s educational and recreational programs and activities
- Resources within the community and methods of reaching those groups, associations and businesses

Ability to:

- Communicate effectively with a wide variety of people including staff, students and parents, both orally and in writing
- Assess a situation and choose the most appropriate and responsible course of action
- Make sound decisions based on the process of evaluating, determining and selecting alternatives
- Assess other people’s needs and incorporate them into day–to–day decision making
- Recognize problem areas and take corrective action
- Maintain control and objectivity during stressful situations
- Identify individual student’s needs, strengths and handicaps
- Exercise leadership through the use of organizational, supervisory and interpersonal skills
- Act as spokesperson for the school in order to gain support and cooperation from parents and community groups
- Organize and direct activities, groups, calendars and projects
- Delegate responsibility and tasks, oversee their administration and provide necessary input
- Physical capability sufficient to perform job tasks

EXPERIENCE AND EDUCATION

- Master of Art or advanced degree of equivalent standard from an accredited college or university
- Currently hold or eligible for a California administrative credential
- Teaching credential and three (3) years of teaching experience

CERTIFICATES AND LICENSE

- First Aid and CPR certificates are required and must be obtained within sixty (60) days from date of hire
- Possession of valid California driver's license

SALARY PLACEMENT

United Stockton Administrators

Depending on staff size - see salary schedule

206 Work Days

Biddle & Associates 1/1986

Revised: 7/2007