

# STOCKTON UNIFIED SCHOOL DISTRICT

## ASSISTANT PRINCIPAL, WALTON SPECIAL CENTER

### DEFINITION

Provide educational leadership by assisting the overall management of Walton Special Center relating to educational programs, staff development and evaluation, educational services and activities to meet the needs of the students; ensure positive relationships with community, parents, students and other educational levels; preparation of periodic reports, and perform related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Principal of Walton Special Center and may exercise general supervision over certificated and classified personnel.

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

Serve as administrative head of the school in the absence of the principal.

Promote improvements in the instructional programs through teacher supervision and evaluation, teacher training, curriculum innovation. Provide orientation and in-service education to teachers within the school.

Assume responsibility for effective utilization of instructional materials and equipment, including textbooks, library books, pupil materials, and audiovisual aids to learning.

Formulate and oversee procedures for the organization of classes, registration, assignment, attendance and transfer of pupils; assume major responsibility for the pupil attendance program.

Develop program for maintaining desirable student behavior, contacting and coordinating activities with law enforcement and other social agencies as necessary; conduct parent conferences relevant to pupils continued progress.

Schedule and interpret tests of student intelligence and achievement.

Coordinate the maintenance and use of the school facilities; request repairs, alterations and improvements; conduct inspection for safety and health.

Assist in the supervision and evaluation of certificated and non-certificated including substitute teachers.

Assistant Principal, Walton Special Center

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### EXAMPLES OF DUTIES (continued)

Meet with various community organizations to communicate and interpret school programs, participates actively in community activities; interprets school policies and procedures.

Assist in the preparation and management of the school budget.

Prepare periodic reports as required by the District.

Oversee the purchase, inventory and distribution of school supplies.

Assist in developing and improving the special educational programs; coordinate and implement measures to improve pupil learning.

Assist with the development of work schedules and routines of office, custodial and cafeteria personnel.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Techniques and methods of direct and in-direct supervision
- Basic principles of organization and administration of programs for severely/profoundly handicapped children
- Causes and manifestations of various disabilities and syndromes
- Behavior management techniques for the severely handicapped
- Curriculum, instructional approaches, strategies and materials, and the best "state-of-the-art" educational practices for the severely handicapped
- Record keeping practices including those needed for budget administration, evaluations and overall administration
- Basic requirements of the policies, regulations, laws and guidelines pertinent to the administration of a school's educational and recreational programs, and activities
- Community programs and resources for the severely handicapped

### **Ability to:**

- Communicate effectively with a wide variety of people including staff, students and parents, both oral and in writing
- Handle special behavioral, physical and learning problems for the severely handicapped

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### **Ability to:** (continued)

- Make sound decisions based on the process of evaluating, determining and selecting alternatives
- Assess other peoples 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 students 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

**Education and Experience:**

- Master of Arts or advanced degree of equivalent standard from a recognized college or university
- Three (3) years of teaching experience

**License or Certificate:**

- Elementary teaching credential
- Credential to teach severely handicapped children
- Appropriate administrative and /or supervisory credential
- First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire
- Possession of a valid California driver's license

**Salary Placement**

United Stockton Administrators

Range 9

217 Work Days

05-09-02

Revised: 7/2207