

STOCKTON UNIFIED SCHOOL DISTRICT

ASSISTANT PRINCIPAL/PROGRAM MANAGER

(Funding Sources: Assistant Principal Duties: General Fund and Program Manager Duties: (50%) EIA Funding)

Definition

Provide educational leadership by assisting 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 This position will perform the full range of duties of an Assistant Principal and Program Manager on a split time or share basis; perform related duties as assigned.

Supervision Received and Exercised

Receive general direction from the school site principal. May exercise direction over teachers, counselors and specialists: general supervision custodial and clerical staff and general technical and/or functional supervision over assistants.

Compliant Duties

Assistant Principal: *The following baseline duties count toward the percentage of time funded out of general fund.*

- Discipline
- Supervision that exceeds the average amount of supervision done by any teacher
- Evaluation of baseline staff
- Coordination of state-mandated assessments
- Master schedule; scheduling students; program change.
- Assist the Principal in his or her duties
- In absence of the Principal, act as Principal

Program Manager: *The following Program manager duties are compliant during the percentage of Program Manager time funded categorically.*

- Facilitate implementation and evaluation of all activities in the Single Plan for Student Achievement
- Organize, facilitate, and manage all categorically funded programs, interventions, and activities
- Supervise and evaluate categorically funded staff
- Analyze data and prepare data to share with staff/parents
- Coordinate local assessments (not state-mandated assessments)
- Manager all paperwork and orders for categorical programs.
- Assist principal with the planning and oversight of categorical budgets
- Work with students related to supplemental support and interventions, including student advising

**All of the above duties are also compliant during the general funded time.*

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
- Child development including physical, emotional, social and intellectual growth, 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 the policies, regulations, laws and guidelines pertinent to the administration of a schools' educational and recreational programs, and activities
- Resources within the community and methods of reaching those groups, associations and businesses

Ability to:

- Communicate effectively 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 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 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:

- Masters of Arts or advanced degree from an accredited college or university
- Three (3) years of teaching experience
- Teaching credential and the appropriate administrative and/or supervisory credential

License or Certificate:

- First Aid and CPR certificates must be obtained within sixty (60) days from the 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

4/30/2008