Oak Grove School District

JOB TITLE: Assistant Principal

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist the principal in the planning, implementation, evaluation of school programs, operations, and facilities. Employees in this job classification receive indirect supervision from a Principal within a broad framework of policies and objectives. Employees in this job class may direct, coordinate, supervise, and evaluate the work of others. This job class provides assistance to the principal in the management and administration of the school's instructional programs and activities and assumes responsibility for the enforcement of regulations governing the conduct of students in the school. This job class functions as a member of the District Management Team and participates in the formulation and implementation of District policies.

TYPICAL DUTIES

Assists the principal in the planning, implementation, evaluation, and improvement of the school's instructional programs based upon District goals

Assumes responsibility for the enforcement of regulations governing conduct of students in the school

Assists in providing in-service education and training for certificated employees of the school

Plans and directs the internal daily operation of the school including the development of student traffic patterns, bell schedules, yard duty schedules, student safety, and improvement of school facilities

Assists in program planning, staff training, safety and budget management

Coordinates special programs and activities at the school

Serves as a source of information regarding the intermediate school instructional programs to elementary and/or high school levels and to parents in the school attendance area

Assists the principal in screening applicants and recommending employment of personnel

Supervises and evaluates the work and effectiveness of subordinates serving at the school site as requested; provides appropriate evaluation data for employees with another direct supervisor as requested

Promotes communication within the school and with other District personnel

Performs related duties as required
MINIMUM QUALIFICATIONS

Possession of a valid California Administrative Credential

Knowledge of program planning, development, and evaluation methods, techniques, and practices

Knowledge of federal, state, and district laws, regulations, and policies related to school programs, operations, and facilities

Knowledge of personnel evaluation methods, techniques, and practices

Knowledge of proper management and supervisory techniques and methods

Knowledge of basic facility maintenance and improvement methods

Knowledge of budget preparation and administration

Skill to interpret, apply, and enforce federal, state, and district laws, regulations, and guidelines

Skill to maintain, analyze, and interpret data and to prepare necessary reports

Skill to plan, organize, implement, and coordinate programs and activities according to established goals and objectives

Skill to direct, coordinate, supervise, and evaluate the work of others

Skill to perform on-site safety inspections and recommend improvement of the school facilities when necessary

Skill to communicate effectively in both written and oral forms

Skill to motivate others in the common accomplishment of stated goals and objectives

Skill to establish and maintain effective work relationships with those contacted in the performance of required duties