

UNION SCHOOL DISTRICT

MIDDLE SCHOOL ASSISTANT PRINCIPAL

The Position

Under the direction of the site Principal, assists the Principal with administrative duties involving student conduct, curriculum and instruction, plant operations, and community relations as assigned.

REPRESENTATIVE DUTIES

- Assists in planning, organizing, coordinating and participating in programs and activities related to the operation of a middle school including instruction, student discipline and special education programs; enforces applicable state and district codes, policies and laws; administers district and school site discipline policies and safety programs.
- Performs a variety of administrative duties to assist the principal in managing the school.
- Assists in supervising and evaluating the performance of designated certificated and classified personnel; assigning of duties to faculty and staff as appropriate to meet school objectives; assists with recruiting, interviewing and selecting new faculty and staff.
- Assists in developing and administering disciplinary procedures in accordance with District policies and state laws; confers with students, parents, teachers and community agencies; responds to and resolves parent, student and staff complaints.
- Assists in establishing, coordinating and maintaining communication with community and parent groups; develops correspondence to promote school activities and achievements.
- Assists in providing direction to a variety of faculty, staff and student programs and services.
- Provides direction to the school's guidance and counseling services, student activities, student government, school attendance issues and plant maintenance; assures programs and services meet established objectives and requirements.
- Assists in supervising and organizing student activities; extra-curricular activities and athletic events; schedules extra-curricular programs; attends a variety of school events including athletic events, dances, meetings, and others.
- Assists in directing the preparation and maintenance of a variety of District, County, State and Federally-mandated records and reports regarding student attendance, discipline, test scores, cumulative records and academic achievement.
- Assists in coordinating parent volunteers and their assignments; oversees the selection of student aides and their assignments.

- Maintains knowledge of current educational issues, trends, and best practices regarding curriculum, instruction, technology and assessment and uses this knowledge to assist the guidance of a highly performing team of teachers to meet the educational needs of a diverse group of middle school students.
- Demonstrates sensitivity to the needs of the school community.
- Is an active and engaged member of a highly collaborative management team.
- Is aware of and uses social media to support communication and awareness of school activities and accomplishments.
- Effectively communicates with all constituents.
- Delegates authority to appropriate personnel. Maintains constructive personal relations with individuals and groups; mediates and resolves conflicts related to areas of responsibilities that involve staff, students, parents and community members.
- Strives to maintain a high level of staff morale.
- Performs such other professional and administrative duties as assigned.

Qualifications

Required Certification, Education and Experience:

This is an entry level management position. Must have any combination equivalent to: Bachelor's degree from an accredited college or university; Master's degree with major course work in Educational Leadership, Curriculum, Instruction or a related field; five (5) years of teaching, counseling or school psychology experience; Possess or have the ability to possess a California Administrative Credential and prerequisite Teaching or Pupil Personnel Services Credential; Demonstrated leadership and organizational abilities; and a valid California driver's license.

Personal Characteristics:

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

SALARY & BENEFITS: The Assistant Principal is compensated per the Management Salary Schedule. This position works 214 days (Full time). The District provides a competitive benefits package.

WORKING CONDITIONS: Duties require punctuality and the ability to multi-task. Duties are performed on a school campus and may include the following: working in an office environment while sitting at a desk, supervising the campus activities, and observing classroom instruction. Duties are also performed in the community, making oral presentations and attending meetings. Assistant Principals may be required to work a

flexible schedule, evening and weekend hours. Assistant Principals are subject to extensive public contact with external agencies and individuals seeking information.

PHYSICAL DEMANDS: Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms, stoop, kneel, or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate a computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds. Incumbents must be poised, professional and report to work five days per week, eight hours per day.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.