

CERTIFICATED

ASSISTANT PRINCIPAL - SENIOR HIGH SCHOOL, MIDDLE SCHOOL

Directly Responsible To: Building Principal

Directly Supervises: Certain certificated and classified personnel as delegated by the principal

Functional Responsibilities: To provide assistance in the general administration of the school as delegated by the principal

QUALIFICATIONS

1. Education
 - A. Advanced degree with emphasis in administration, supervision, and curriculum development or satisfactory evidence of progress toward the same.
 - B. Appropriate California Administrative Credential
2. Experience
 - A. Evidence of successful secondary teaching and/or administrative experience.

APPOINTMENT

1. The candidate shall be appointed by the Board of Trustees on the recommendation of the Superintendent.
2. The candidate shall be selected from among a list of qualified applicants selected through the medium of interview and examination procedures established by the Superintendent.

OPERATIONAL RESPONSIBILITIES

1. The Superintendent is authorized to develop a job description for the 'Assistant Principal - Senior High School', 'Assistant Principal - Middle School' that will define specific areas of responsibility.

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The operational responsibilities shall include but not be limited to the following.
The assistant principal:

A. GENERAL

1. Works directly with student body advisor and assists in providing direction for the student body government.
2. Supervises the control of student parking, parking lots, and use of motor vehicles on the campus.
3. Provides adequate supervision for school social functions and athletic activities.
4. Organizes and supervises the school safety program as it relates to fire, disaster, civil defense, and other hazards.
5. Assists in the general administrative and educational leadership of the school as directed by the building principal.
6. Coordinates and supervises the student attendance accounting services.
7. Assists in the development of the master schedule.
8. Develops and implements, with the assistance of the principal, reasonable student rules and regulations and is responsible for their enforcement.
9. Assists the principal in analyzing, implementing, and evaluating the curricula offerings.
10. Conducts parent conferences as related to student adjustment problems.
11. Assists the principal in the evaluation of the school's instructional program.
12. Assists in the evaluation of certificated and classified personnel.
13. Assumes responsibilities of principal in the absence of the principal.
14. Coordinates and supervises the schools disaster preparedness plan as it relates to the school campus.
15. Develops, implements and supervises a procedure for grounds control during the school day.
16. Assists other staff members in the supervision of student activities.
17. Performs other duties as assigned by the principal.