

## **GRIDLEY UNIFIED SCHOOL DISTRICT**

**JOB TITLE:   ELEMENTARY SCHOOL ASSISTANT PRINCIPAL**

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DIVISION:           Administrative                               REPORTS TO: Principal

APPROVED BY: Board of Trustees                               DATE:                   08/06/08

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### **BRIEF DESCRIPTION OF POSITION**

The Assistant Principal shall assist the Principal of an elementary school site(s) in the planning, organizing, and administering of assigned operations, activities, and educational programs and in the execution of such policies and procedures as will best promote the instructional program and operation of the school plan/site and shall participate in staff and student activities and community leadership.

### **TYPICAL DUTIES:**

1. Assists in providing leadership to the staff in determining objectives and identifying school needs as the basis for development of long and short-range plans for school assignments.
2. Assists Principal in administration of the school curriculum, instructional program, staff, and site facilities.
3. Assists with supervision and evaluation of assigned staff in accordance with site and District guidelines
4. Assists in assigning students to classes that are appropriate to their skills and encourage their optimum growth.
5. Assists in developing school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures.
6. Assists in planning, coordinating and evaluating the total program of pupil services.
7. Assists in the handling of student discipline and counseling.
8. Assists in making plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities and school grounds.
9. Assists in organizing and supervising extracurricular activities.
10. Provides leadership in supervision of grounds.
11. Assists in carrying out a program of community relations as a means of interpreting and furthering school programs through P.T.A. and other community organizations.
12. Assumes the administrative leadership of the school in the absence of the principal.
13. Assumes responsibilities and duties as assigned by the principal and/or superintendent.
14. Assists in carrying on a human relations program in order to maintain high morale of the school staff.
15. Conforms to code of ethics of the teaching profession as adopted by the State Board of Education.
16. Performs additional responsibilities as necessary and as assigned by the Superintendent and/or Principal.

## QUALIFICATIONS:

- California Teaching Credential authorizing specialized services.
- California School Administrative Credential.
- Five (5) years of teaching experience. Bachelor's Degree from an accredited college or university required.
- Masters Degree from an accredited college or university preferred.

## EMPLOYMENT STANDARDS:

### *Knowledge of:*

- Development and administration principles, philosophies, and practices of elementary educational systems
- appropriate instructional methods, strategies, and practices
- federal and state laws, regulations, and guidelines related to public school administration
- effective management techniques and methods

### *Ability to:*

- plan/direct operational functions of an elementary school site
- interpret and successfully apply a variety of federal and state law, regulations, and guidelines as they relate to public school education and administration
- interpret and successfully implement District policies, objectives, directives, and educational philosophy
- communicate effectively and tactfully in both oral and written forms
- motivate, supervise, and evaluate the work of others
- plan, manage, and prioritize a wide variety of functions within designated timelines and with limited resources
- prepare a variety of reports and presentations including complex technical and analytical writings
- counsel and advise employees, students, parents, and the public effectively and positively
- establish and maintain effective work relationships with those contacted in the performance of required duties

**PERSONAL ATRIBUTES:** Maintain a neat and clean appearance and a pleasant personality. Meet district standards for physical and mental health. Maintain cooperative relations with others.

**LANGUAGE SKILLS:** Read, write and speak at a level sufficient to fulfill the duties to be performed. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents, students and/or employees in the district.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**GENERAL CERTIFICATES, LICENSES, REGISTRATIONS:** California Drivers License (by first day of service). Computer skills in Microsoft Office.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to manipulate, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, taste and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate to loud.