

GRIDLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: HIGH SCHOOL ASSISTANT PRINCIPAL

DIVISION: Administrative REPORTS TO: Principal

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

BRIEF DESCRIPTION OF POSITION

Serves under the direction of the Principal; is responsible for the overall discipline and morale of the student body; exercises leadership in the curriculum, instruction, and extracurricular activities; supervises and evaluates certificated and classified staff members. The Assistant Principal shall assist the Principal of a high 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. Serves as the administrative assistant to the Principal.
2. Supervises and evaluates certificated and classified staff at the direction of the Principal.
3. Assumes the major role in the development of positive school morale; responsible for the discipline and behavioral programs at the school site including student expulsions.
4. Assists the principal in the areas of curriculum and instruction development and supervision.
5. Assists in the supervision of student activities as assigned.
6. Directly supervises the safety and security of the students, building, and grounds before, during and after school.
7. Establishes, supports, and encourages effective communication with parents, teachers, and students regarding attendance and other school-related services and/or problems of students.
8. Assists in the WASC accreditation process.
9. Disseminates information concerning maintenance of acceptable standards of student behavior to students, faculty, and community.
10. Assists in revising the student handbook.
11. Assists in the development of the master schedule.
12. Represents the school and/or the district in professional and community groups.
13. Is responsible for the supplying of student records and recommendations as required.
14. Interprets and applies state and county laws, as well as school district regulations and policies, and procedures of the school site.
15. Promotes greater understanding among community groups of school objectives, accomplishments and problems.
16. Complies with bargaining unit contracts.

17. Maintains close working relationships with personnel of district, county and other service agencies and makes appropriate referral to them.
18. Participates in Student Study Team and IEP meetings
19. Performs additional responsibilities as necessary and as assigned by the Superintendent and/or the 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 high school 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.