

Escondido Union High School District Job Description

Job Title: High School Assistant Principal
Employee Unit: Management
FLSA Status: Exempt
Salary Level: Range 35
Work Year: 210 days
Approved By: Governing Board
Approved Date: 02/16/99

SUMMARY Serves as part of a high school administrative team to manage and supervise school activities. The duties and responsibilities herein will be divided among all Assistant Principals at one school site on a biannual rotating basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Meets with students, parents, teachers, etc. as necessary for student referrals and/or discipline.

Evaluates tenured teachers as assigned, observing classroom activities, meeting with teacher, writing goals, completing evaluation forms and adhering to timelines of collective bargaining agreement.

Evaluates probationary and permanent classified employees as assigned, observing, with employee, completing evaluation forms and adhering to timelines of the collective bargaining agreement.

Provides supervision for after school and evening events as assigned.

Attendance & Admissions assignment:

Conducts intake interviews with students and parents entering school from areas outside feeder schools.

Reviews transcripts, discipline and attendance records of potential students to ascertain appropriateness of comprehensive high school placement.

Refers at risk potential students to Alternative Placement Committee (APC).

Refers students appropriate for comprehensive high school placement directly to Counseling Office for immediate enrollment.

Directs the activities of the Attendance Office to assure accuracy of attendance records and immediate follow-up of absent students.

Approves independent study contracts for absent students.

Coordinates with School Attendance Officer from EPD on a regular basis to contact and encourage truant students to attend school.

Coordinates and compiles data for presentation to Student Attendance Review Board (SARB).

Climate & Facilities assignment:

Oversees security operations during school day to assure rules are carried out and safety observed.

Oversees custodial operations to assure buildings are maintained and cleaned.

Oversees site safety committee, assuring appropriate reports are submitted in a timely fashion.

Approves use of facilities requests for site.

Oversees technology maintenance at the school site, to assure district standards are maintained and decisions are according to district technology plan.

Oversees grounds and athletic fields to assure proper maintenance occurs.

Approves requisitions for purchase of supplies and equipment for custodial and grounds crews.

Curriculum and Instruction assignment:

Develops master schedule.

Reviews credentials of certificated staff to assure proper teaching assignments.

Requisitions teachers as needs, according to staffing allocation, master schedule and assignment of current faculty.

Oversees counseling department to assure quality student services are available.

Plans Graduation.

Oversees library and library staff, to assure appropriate books, procedures, tools for learning are available to students.

Prepares for summer school by developing schedule, assigning teachers and coordinating registration.

Oversees instructional technology at school site, to assure compliance with district-wide plan and board policy.

EDUCATION and/or EXPERIENCE

Fifth year college or university program sufficient to earn an Administrative Credential. Must have a minimum of five years teaching experience in a high school setting. Must have an California Administrative credential.

LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents including procedures for average daily attendance accounting and student transcripts. Ability to respond effectively to sensitive inquiries or complaints. Ability to communicate effectively with parents, students, staff and administrators.

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 define problems, collect data, establish facts, and draw valid conclusions. Ability to apply rules, regulations, policies and procedures as they relate to student admission and attendance.

OTHER SKILLS AND ABILITIES Working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise. Familiarity with Student Information System and Attendance Accounting software.

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, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

As part of the administrative team at a comprehensive high school, the individual assigned to this position must be committed to district goals and objectives, must work cooperatively with other administrators, must demonstrate a firm but caring regard for high school students, and must present a professional appearance.