

Ventura Unified School District Certificated Human Resources

Job Description

Title: High School Assistant Principal

Basic Functions:

The Assistant Principal, under the supervision of the Principal, supports an equitable high quality instructional program for all students; contributes positively to a learning environment that improves achievement and supports mastery of the California Standards for all students including English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth. The Assistant Principal is assigned areas of responsibility by the Principal including, but not limited to: instructional leadership, supervision and evaluation of certificated and classified personnel, pupil personnel matters, student athletics and activities, career technical education, categorical programs, and special education programs. The Assistant Principal may participate in District level duties and responsibilities as assigned by the Principal and/or the Executive Cabinet.

Credentials, Education and Experience:

- Administrative Service Credential or Certificate of Eligibility.
- Multiple, Single Subject, Education Specialist Teaching Credential or Pupil Personnel Services School Counselor or Psychologist authorization.
- 5-years of successful Teaching/Services experience in your above referenced Credential area.
- 2 to 5-years in an administrative or administrative-like position such as Teacher-In-Charge, Dean, Learning Director, etc.
- Demonstrated experience in the area of Curriculum and Instruction.
- Experience working with a variety of agencies and other community resources involved with students and families.
- Possession of personal qualities essential for leadership of faculty and students for development of teamwork with administrative colleagues, the Board of Education, and the community.

Major Duties and Responsibilities:

Site Leadership:

1. Works with staff to promote a high level of customer services as part of the school's culture and creates positive public relations with parents and the community.
2. Provide effective verbal and written communication with students, parents, peers, other district personnel, and community representatives, both individually and in group settings.
3. Provide leadership in providing staff development programs to insure continued high quality instructional delivery and teacher performance for all student populations.
4. Provide leadership for and facilitate collaboration with all stakeholders on identifying goals for student achievement; assess progress toward meeting the goals; develop the School's Single Plan for Student Achievement and measure the outcomes of these goals.
5. Assist the principal in the development of innovative educational programs and services.
6. Assist in the evaluation of programs and projects and provide reports to staff.
7. Assume ongoing leadership responsibilities in evaluation and accreditation of the total school program, i.e. WASC.
8. Serve as the instructional leader in implementation of Common Core State Standards.
9. Work closely with Principal to plan and implement various programs, including Back-to-School Night, Academic Awards, Faculty meetings, in-service days, parent information nights, etc.
10. Facilitate meetings to resolve parent and student concerns regarding teacher and counselor practices.
11. Recommends highly qualified and outstanding candidates for Certificated and Classified employment to the District; supervises and evaluates Certificated and Classified staff.

12. Plan, organize and lead ELAC meetings.
13. Provide support and guidance for new teachers.
14. Supports professional learning for certificated and classified personnel.
15. Participate in all School Site Council, Leadership Team meetings, Technology Committee.
16. Lead and monitor the reclassification process for English Learners.
17. Lead various awards programs.
18. Coordinates assigned areas of the school's categorically categorical funded programs as assigned by the principal, ensures compliance with Federal, State, and Local mandates as required.

Site Administration:

1. Serve as the administrative head of the school in the absence of the principal.
2. Participates in the oversight and development of the School Site Plan, participates in the development of the Local Control Accountability Plan, and other plans related to site initiatives.
3. Maintain positive public relations and outreach contacts with parents and community groups.
4. Perform such other duties as may be appropriate and assigned, including night supervision of student activities.
5. Supervises and coordinates the maintenance, operations and transportation functions at the site as assigned by the Principal.

Curriculum and Instruction:

1. Direct and support department chairpersons in matters relating to the management of program, curriculum and instruction.
2. Monitors curriculum implementation and instructional practices on a daily basis.
3. With the principal, assure program articulation between middle school, high school, and post-secondary institutions.
4. Participate in directing the school's organization and the appropriate placement of students in accordance with the VUSD Master Plan for English Language Learners.
5. Provide guidance, supervision, and assistance in instructional practices and curriculum development that is culturally relevant and responsive to the language, social, and the academic needs of the student population, including bilingual, special education, and Gifted and Talented students.
6. Manage the process of evaluation and selection of textbooks and other instructional materials. Purchase texts, software and other materials to meet student's needs.
7. Participates in the development of the Master Schedule to ensure students have equitable access to a rigorous curriculum including a path to college and career readiness that satisfies the UC/CSU A-G college entrance requirements as well as access to CTE programs.
8. Use the Student Information System to construct the master schedule with the principal, counselors, and department chairpersons to meet needs of all students.
9. Works collaboratively to examine student work, student achievement data, and other available data to identify areas for instructional and operational improvement.
10. Attends IEPs as assigned and ensures implementation of IEP goals and objectives.
11. Participate on district curriculum committees as assigned by the principal/requested by the District.
12. In a timely manner, update UC Updates and AP Course Audits.
13. Work with district personnel to establish and monitor benchmark windows and exams.

Pupil Services:

1. Provides oversight, and support for counseling and guidance program and other student support programs and projects including, but not limited to: school culture, behavioral interventions, social and emotional support, and systems of positive behavior.

Testing/Other:

1. Monitor co-curricular instructional programs (i.e. field trips) to assure a positive curricular program.
2. Coordinate Freshman Orientation.
3. Coordinate and securely administer all state standardized testing, including (but not limited to) CAHSEE, CELDT, STAR, SBAC and CHKS.

4. Support staff members who lead SAT, PSAT, ACT, AP, ASVAB, college placement exams and other testing.
5. Coordinate parent education courses.
6. Assume other duties as assigned by the principal.

Athletics:

1. Supervising, with Principal and Athletic Director the athletic program.
2. Assist in the evaluation of coaches.
3. Supervision of all home and away athletic contests.
4. Organizing and administering athletic insurance program.
5. Assist Athletic Director with eligibility clearance and physicals.
6. Supervising CIF playoffs, site selection, ticket sales, and game management.
7. Assist Principal in representing the school in Channel League.

Activities:

1. Supervises school activities as assigned by the Principal.
2. Assisting with commencement program.
3. Coordinating sale of concessions at school events.
4. Coordinating the Boys' State and Boys' Federation programs.
5. Coordinating school involvement with plays and concerts.
6. Coordinating and approving all school activities placed on the school calendar.
7. Supervising student finances and the student store.

School Safety Routines and Procedures.

1. Provides support, and oversight for the development and implementation of the Safe School Plan and the District's disaster and safety preparedness plan.
2. Coordination and supervision of campus security.
3. Enforcing school policies regarding closed campus.
4. Coordination with the Ventura Police Department.
5. Organizing and supervising fire, civil defense and disaster preparedness procedures.
6. Enforcement of school rules, procedure and student discipline.
7. Assisting in the supervision of school events and activities.
8. Supervision and coordination of student government and ASB programs.
9. Responsible for the selection, training and supervision of campus aides in association with the principal/assistant principals.
10. Liaison with the district office concerning use of facilities, recreation programs on campus, etc.

Discipline:

1. Enforces federal, state, and local laws, policies and due process rights relating to student discipline and attendance and Special Education. Interprets such laws, policies and rights to students, parents, staff, and community.
2. Conferring with students, teachers, and parents concerning student conduct and positive school adjustment.
3. Work cooperatively and supportively with other assistant principals, counselors and staff.
4. Coordinate with law enforcement agencies concerning discipline problems.
5. Ongoing coordination with VUSD Student Support Services.

The VUSD Governing Board is committed to equal opportunity for all individuals in education. District programs, activities, and employment shall be free from discrimination based on sex, race, color, religion, national origin, ancestry, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities (BP 0410).