

Job Description

Title:

Middle School Assistant Principal

Basic Functions:

The primary function of this position is to provide assistance to the school principal on all assigned activities of the school site and to assume complete charge in the absence of the principal; under the supervision of the principal, to supervise instruction in assigned subjects; to supervise selected extra-curricular activities; to give individual assistance to students with academic or behavior problems; and to do related work as required.

Supervision:

Reports to building principal. Supervises teachers, paraeducators and other classified personnel.

Physical Characteristics:

- Speak clearly
- See to read
- Bend, stoop, reach and lift to perform tasks

Working Conditions:

School office environment/campus

Minimum Qualifications

1. Possession of a valid Administrative Services credential applicable to a middle school assistant principalship (grades 6 – 8).
2. Completion of at least three (3) years of successful teaching experience, preferably at the middle school level. Successful school site administrative experience preferred.
3. Recommendations from administrative supervisors who have observed the professional performance of the candidate.
4. Bilingual Spanish/BCLAD preferred for some assignments.

Representative Duties:

The principal will make the specific assignment based on experience, interest, and needs of the school:

Curriculum and Instruction:

1. Coordinate implementation and supervision of curriculum and instruction.
2. With the principal, assure program articulation between elementary and middle school levels.
3. Supervise registration and programming of all students, including incoming sixth grade students in cooperation with feeder schools.
4. Work with high schools to coordinate registration/matriculation to high school.
5. In cooperation with the district Director of Pupil Personnel Services and the principal, coordinate services and placement of students with special needs; initiate and coordinate requests for special testing and psychological evaluations.
6. In cooperation with the district Director of Student Performance and Program Evaluation and the principal, develop and implement specially-designed/funded programs to support student progress.
7. Develop and coordinate Master Schedule.
8. Assist the principal in planning the assignment of teachers and balancing staffing allocations.
9. Evaluate teacher classroom instruction.

10. Assist principal in development of innovative educational programs and services including after school programs; administer and evaluate curricular experimentation and pilot programs
11. Supervise health programs.
12. Provide consultative services to grade level teams when appropriate and requested.
13. Administer and evaluate curricular experimentation and pilot programs.
14. Participate on district curriculum committees as assigned by the principal/requested by the District.
15. Supervise counseling staff.

Site Administration and Leadership:

16. Serve as Administrator-in-charge in the absence of the Principal as determined by the principal or superintendent.
17. Provide leadership in providing staff development programs to insure continued high quality instructional delivery and teacher performance.
18. Enhance/maintain school climate.
19. Participate in the development of district policy.
20. Assist in planning and maintaining a safe and orderly school environment.
21. Develop and maintain the Disaster Preparedness Plan/Emergency Drills.
22. Insure all school safety elements, as described in BP /AR 0450 (Ed Code 35294.2) are implemented.
23. Collaborate with local law enforcement/School Resource Officers.
24. Chair student study team.
25. Coordinate transportation requests and supervise daily transportation of students.
26. Responsible for production of school publications, including daily bulletin
27. Supervise maintenance of student records.
28. Implement school discipline procedures, including receiving referrals, school suspension and referrals for alternative placement.
29. Supervise attendance procedures.
30. Present case information to School Attendance Review Board.

Student Activities:

31. Coordinate student awards program, honor roll projects, student pictures, etc.
32. Coordinate and supervise extra-curricular activities, including Student government and club activities; fiscal policies of the student body, including fundraising activities.
33. Coordinate school activities calendar, assembly schedule, and faculty adjunct and chaperone duties.
34. Night supervision of student activities.

Testing/Other:

35. Organize and supervise school-testing program.
36. Perform other duties as may be appropriate and assigned by site principal.

The Governing Board is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. (BP 0410)