

**ASSISTANT PRINCIPAL COMMUNITY DAY SCHOOL/ CONTINUATION HIGH SCHOOL****DEFINITION:**

Under the direction of the Alternative Education Principal, supports administration and executive assistant to the school principal, assists in the administration of school and District initiated programs involving curriculum, budget, operations, guidance, students, and staff. Actively participates in the formation and implementation of District policies. Performs other related activities as assigned

**QUALIFICATIONS:**

Credential: Administrative credential appropriate to the level of assignment or Certificate of Eligibility for Administrative Services Credential

Experience: A minimum of three years teaching and/or counseling with evidence of demonstrated leadership

Education: An advanced degree from an approved institution is not required but is desirable

Other: A valid California driver's license

**DISTINGUISHING CHARACTERISTICS:**

- Demonstrate leadership in meeting District goals for improving student achievement
- Work with changing priorities, regulations, and deadlines
- Analyze situations accurately and recommend necessary actions
- Perform essential job functions and job task requirements
- Be an effective team member
- Demonstrate skills collaborating with teachers, administrators, and community
- Establish and maintain effective working relationships with others
- Express oneself clearly and concisely, both orally and in writing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the school principal:

- Assists the school principal, as assigned, in activities related to the school's instructional programs, personnel, and facilities.
- Assumes assigned responsibility for curriculum development, including instructional materials and supplies, audio visual aids, library books, and textbooks.
- Coordinates various school activities, such as assembly programs, commencement exercises, contests, yearbooks, newspapers, and achievement awards.
- Administers student discipline programs, as assigned, including student counseling, parent/teacher conferences, restorative justice, and liaison with local law enforcement and social service agencies.
- Participates in assigned administrative procedures and reports, such as attendance, health, and various periodic fiscal reports.
- Assists, as assigned, in the selection, employment, and performance evaluation of certificated personnel in the school; includes employment interviews, classroom visits, in-service training, student teacher and teacher observation plans.
- Coordinates safety and health care services and activities, as assigned, such as evacuation drills, and violence prevention and control.
- Acts as co-chairperson and/or representative for various general public relations functions, school and community activities, and special affairs.
- Assists, as assigned, in the maintenance of school's equipment, facilities, and general premises.
- Participates in the organization and implementation of extra-curricular activities, as assigned, assuring that events are conducted in an orderly manner, disturbances are quelled, crowds are controlled, and safety and health precautions are followed.
- Administers, as assigned, the student activity program (including student government activities), student body budgets, and assists with the supervision of school public performances.
- Administers student discipline programs, as assigned, including student counseling, parent and teacher conferences, and liaison with local law enforcement and social service agencies.
- Assists through SEL, behavioral and academic Response to Instruction and Intervention (RTI) approaches.
- Ensures and enhances student/staff well-being and safety.
- Performs related assignments, as required.

**KNOWLEDGE:**

- California Education Code, District policies, and school procedures as they apply to students and alternative education programs
- Personnel practices and interpersonal relations

**ASSISTANT PRINCIPAL COMMUNITY DAY SCHOOL/ CONTINUATION HIGH SCHOOL****ABILITIES AND SKILLS:**

- Verbal and written communication skills
- Planning, and organizational techniques

**SPECIALIZED DUTIES:**

- Assists with initiating procedures to maximize student attendance.
- Assists with making referrals to School Attendance Review Board (SARB) and carrying out SARB mandates; assists with following up on disposition of cases and providing information to the school principal.
- Assists with student issues, such as truancy, suspension, chronic absenteeism, and antibullying.
- Assists with conducting home visits for the purpose of determining the causes of poor attendance, communication of truancy findings to parents, locating truant students, and/or counseling family on issues affecting student attendance.
- Interacts with police for the purpose of assisting students and/or their families with issues that are a hindrance to participation in school.

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described 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.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.