



Job Title: Elementary School Assistant Principal

Reports to: Site Principal

Definition:

Under general direction, to assist in the administration of one or more elementary school facilities; to plan, develop, organize, coordinate, and supervise the student attendance, behavior management, and instructional delivery programs; to assist in the planning, development, and implementation of site, instructional, and operational goals and objectives and in the evaluation of the effectiveness of educational programs and personnel performance; and to do other related functions as directed.

Essential Functions:

- Assists in planning, development, organization, coordination, and supervision of instructional programs and activities, which include curriculum development, program and activity development, design and delivery processes, and the development of implementation strategies.
- Performs need assessments, feasibility planning, and a variety of other research and development functions and activities as assigned.
- Advises, counsels, and assists instructional support and ancillary personnel in problem-solving activities pertaining to student behavior management, shaping, and control.
- Reviews, inspects, audits, and evaluates student attendance processes and procedures, and as necessary recommends revisions to the process to ensure an effective and efficient operational mode.
- May register and place students in classes in accordance with individual student instructional needs.
- May perform a variety of guidance-related activities, including educational and social counseling and the conduct of standard and criterion referenced placement aptitude tests.
- May assist in the planning, organization, and coordination of an instructional support program, including pupil services, instructional materials development, storage and retrieval systems.
- Assists in the planning, organization, and conduct of student government activity programs.
- Serves as a liaison to safety and youth service agencies in resolving student management and control problems and student attendance and welfare problems.
- Assists in the site budget planning and expenditure control process.
- Reviews, audits, and evaluates instructional and non-instructional personnel performance and provides technical performance evaluation input.
- May assist in the planning, development, and organization of an instructional support program, including pupil services, instructional materials development, storage, and retrieval systems.
- Assists in the planning, organization, and conduct of student government activity programs.
- Serves as a liaison to safety and youth service agencies in resolving student management and control problems and student attendance and welfare problems.
- Assists in the site budget planning and expenditure control process.
- Reviews, audits and evaluates instructional and non-instructional personnel performance and provides technical performance evaluation input.
- May assist in the planning, development, and organization of District and site advisory committees and groups.
- Assists in development and implementation of staff motivational strategies.



Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

Employment Standards:

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.

Experience and Education:

Certification, Licenses, and Other Requirements:

- Four years experience in a responsible educational leadership position or the successful completion of an administrative internship program.
- The completion of a Master of Arts or higher degree in educational administration, institutional technology, or a closely related field.
- California teaching credential, Preliminary or Clear Administrative Services Credential, (clear within 3 years)
- Valid California Driver's License

Knowledge of:

- Principles, techniques, strategies, goals, and objectives of public education
- Philosophical, economic, and legal aspects of public education
- Procedures, methods, and strategies pertaining to the administration of an elementary level school operation
- Curriculum, instructional, and pupil service trends, strategies, and techniques
- Student activity, behavior management, and campus supervision and control methods, procedures, and techniques
- Program and activity audit and evaluation strategies and procedures
- Methods, procedures, and strategies of the supervision of instructional processes and curriculum development activities and programs

Ability to:

- Effectively plan, organize, and coordinate the management functions and activities of an elementary school operation
- Demonstrate positive leadership model
- Effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions with minimal accountability controls
- Establish and maintain effective organizational, public, and community relationship

Physical Requirements:

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.

Body Movements: Regular Activities: conduct verbal conversation; hear normal range verbal conversation; sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; stand for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; exhibit full range of motion for: shoulder external rotation and internal rotation, shoulder abduction and adduction elbow flexion and extension, shoulder extension and



flexion, back lateral flexion, knee flexion; demonstrate manual dexterity necessary to operate typewriter and or computer keyboard at required speed and accuracy.

Lifting Requirements: Employees assigned to this classification lift, carry, and/or move objects weighing up to 10 lbs. Occasionally, they may lift, carry, and/or move objects weighing up to 25 lbs.

Vision Requirements: Ability to read handwritten or typed documents, and the display screen of various office equipment and machines; vision which allows accurate observation from a distance.

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.

Position Environment

School site environment; subject to frequent interruptions, demanding timelines and contact with employees and the public.

Exposures, Risks and Hazards

Normal risks and hazards associated with operating computers and computer-related equipment

Governing Board Approved: January 13, 1986

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