

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

TEACHING ASSISTANT PRINCIPAL

DEFINITION

The Teaching Assistant Principal (TAP) is primarily a classroom teacher but will be assigned additional responsibilities under direct supervision of the school principal. Duties performed will also serve as foundational training for the Assistant Principal position. Candidates are selected by their site principal and recommended for consideration to the Assistant Superintendent, Curriculum and Instruction. The primary purpose of the TAP program is to identify and prepare personnel for a position of educational leadership.

EXAMPLES OF DUTIES

- Serves as classroom teacher in assigned subject area or grade level.
- Assists the principal in curriculum and program design, with the exception of reading programs.
- Assists in the development and maintenance of good school-community relations.
- Leads site/district committees.
- Coordinates before/after school intervention programs.
- Facilitates Student Study Team (SST) and IEP meetings.
- Oversees textbook distribution and inventory.
- Assists in the development and/or management of one or two program budgets.
- Develops and maintains schedules (duty, library, computer lab, music, PE, art, etc.).
- Serves as a liaison to parent groups and/or other community organizations.
- Writes columns for school newspaper, weekly updates in the local newspaper, and PTA newsletters.
- Helps plan parent education nights.
- Supervises student events and activities.
- Student discipline, not including suspension or expulsion.
- Serves as the Acting Principal of the school in the absence of the principal and assistant principal.

The above responsibilities are descriptive only and not restricted to the tasks listed. It is recommended that a record of completed activities and experiences be maintained by each TAP.

EXCLUSIONS

A TAP may not provide the services described below:

- Evaluation of the quality and effectiveness of instructional services.
- Evaluation of certificated personnel employed.
- Suspension and expulsion, pursuant to Article 1 of Chapter 6 of Part 27 of Division 4 of Title 2 of the Education Code commencing with Section 48900.
- Certificated personnel discipline, including but not limited to suspension, dismissal, and reinstatement, pursuant to Chapters 4 and 5 of Part 25 of Division 3 of the Education Code commencing with Section 44800.

QUALIFICATIONS

Knowledge of:

Principles, methods, goals, and objectives of public education; sound teaching practices that encompass standards-based instruction and learning; curriculum, and assessment trends; procedures and techniques of effective school leadership; student activity, behavior management, and campus supervision; methods and strategies for managing school programs and budgets.

Ability to:

Support, organize, and coordinate the management functions and activities of a school; demonstrate positive instructional leadership skills; analyze problems, issues, and concerns, and formulate appropriate solutions; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal accountability and oversight; establish and maintain positive student, staff, parent, and community relations; comply with the District's customer service standards, as outlined in Board Policy.

Experience:

Three years of successful teaching experience. Prior administrative or leadership experience is desirable.

Education/Certification Requirement:

A valid California credential authorizing service as a teacher; Administrative credential work may or may not be in progress for this assignment.

Goals of Effective Performance:

The goal of the teaching assistant principal is for candidates to successfully perform a variety of instructional and administrative tasks as assigned by the principal. Effective performance will be measured by the principal on an annual basis.

10/02

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