

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

ASSISTANT PRINCIPAL, HIGH SCHOOL

DEFINITION

Under direction of the Principal, the Assistant Principal supports the educational programs of the District by implementing the school-wide program of the curriculum, instructional programs and management of the facility as well as provides leadership and supervision for the cognitive and affective development of students.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Implement the curriculum development, instructional goals and processes, college and career planning structures and co-curricular and athletic programs at a school site.
2. Develop and communicate curricular and instructional plans and objectives to students and parents, including course descriptions, performance expectations and other pertinent information.
3. Assist with the planning, organization and coordination of school accountability activities, such as data compilation, storage, retrieval, and analysis.
4. Lead and monitor curriculum alignment with State and Federal Content Standards, performance-based assessments, use of instructional technology and articulation efforts.
5. Administer support systems and intervention programs which provide optimal and/or alternative learning opportunities for all students.
6. Serves as liaison with student and family assistance programs with interdepartmental agencies and youth services as needed.
7. Assist in the site budget planning and expenditure control process.
8. Organize pupil services support, instructional materials development, textbook inventories, purchase acquisitions, and fiscal control.
9. Supervise an effective school wide discipline system maintaining guidelines for proper student conduct, enforcing discipline as necessary consistent with the due process right of students.
10. Coordinate and lead specialized academic programs such as Special Education, 504, SST, TWI, IB, AP, CCA, CTE and Pathways in accordance with state, federal and district guidelines.
11. Supervise, observe, assess and evaluate certificated and classified performance ensuring all levels of staff adhere to District, state and federal educational and professional standards.
12. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
13. Supervise and maintain accurate academic and attendance records for all students.
14. Assist in the development, implementation, interpretation and administration of policies, rules and regulations, and negotiated employee agreements.
15. Perform need assessments, feasibility planning and a variety of other research and make recommendations as appropriate.
16. Develop the master schedule, which includes determining and communicating all of teaching and special assignments.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; applicable state and federal advisory documents, the State and Federal Framework in all subjects taught and district curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; current trends and research concerning the growth and development of school-age students; principles of school based management and shared decision making; human relations, conflict resolution strategies and team building principles and techniques; child guidance principles and practices; community relations; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; school improvement goals and objectives.

Ability to: Manage, lead, and direct the functions and activities of a school; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; maintain awareness of community resources available to assist students; motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each pupil's ability; assist school staff in improving the academic progress of the school site; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; assist with the preparation of the annual budget, monitor and administer the budgetary expenditures; communicate effectively both orally and in writing using tact, and diplomacy; understand and carry out oral and written instructions; use interpersonal techniques with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; comply with the District's customer service standards, as outlined in Board Policy.

Experience: Three to five years of successful teaching or service credential experience preferred.

Credential: Valid California Teaching Credential or Valid California PPS Credential and Valid California Administrative Services Credential required.