

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

CLASSIFIED HIGH SCHOOL ASSISTANT PRINCIPAL

DEFINITION

Under direction of the Principal, High School, the Classified High School Assistant Principal supports the educational programs of the District by providing leadership and supervision of the non-instructional operations of the facility.

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. 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.
2. Communicate school policies, procedures and objectives to students and parents, including attendance and conduct expectations and other pertinent information.
3. Coordinate transportation needs of students to and from school, field trips, and special events.
4. Monitor student attendance and initiate appropriate interventions.
5. Supervise the maintenance of accurate student attendance records.
6. Supervise students before and after school, during breaks and lunch and during evening and weekend co-curricular activities.
7. Serves as liaison with law enforcement on various school matters.
8. Communicates between the school site and the District Emergency Operations Center (EOC) team in the event of an emergency.
9. Serves as a school representative with issues related to Uniform Complaint Policy (UCP).
10. Develops and implements school-wide safety and disaster preparedness programs as mandated by local, state and federal guidelines.
11. Perform facility need assessments, feasibility planning and make recommendations as appropriate.
12. Facilitates various forms of training to staff as needed and mandated by local, state and federal laws.
13. Assist in the site budget planning and expenditure control process.
14. Assist in the development, implementation, interpretation and administration of policies, rules and regulations, and negotiated employee agreements.
15. Supervise, observe, assess and evaluate classified performance ensuring all levels of staff adhere to District, state and federal educational and professional standards.
16. Establish, maintain and nurture professional relationships with parents, community members, students, and school related outside agencies.
17. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
18. 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; principles of school based management and shared decision making; human relations, conflict resolution strategies and team building principles and techniques; budget preparation and control; child guidance principles and practices; community relations; result and performance evaluation techniques pertaining to program and personnel performance effectiveness.

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 and maintain professional relationships with pupils, parents, community members, colleagues and staff; 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.

Education: Bachelor's Degree from an accredited college or university in a related field.

Experience: Two years of experience working with law enforcement including two years working with at-risk youths.

License: Valid California Driver's License.