

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

TEACHING ASSISTANT PRINCIPAL, LEVEL I AND II

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 principalship. Candidates are selected by their site principal and recommended for consideration to the Executive Director, Elementary or Secondary School Operations. 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.
- Assists in the development and maintenance of good school-community relations.
- Leads site/district committees.
- Assists in the evaluation of the instructional program and School Improvement Program.
- 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.
- Assists with student discipline.
- Supervises student events and activities.
- Assists the principal in the supervision and evaluation of teachers and classified staff (Level II only).
- Attends all Administrative Curriculum Training (ACT) and other professional development for administrators.
- 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.

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; strategies for effectively supervising and evaluating personnel.

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QUALIFICATIONS (continued)

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:

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

Level II: A valid California credential authorizing service as a teacher; the completion of a Master of Arts or higher degree from an accredited college or university in Educational Leadership, Curriculum and Instruction, Pupil Personnel or a closely related field; the possession of a valid Administrative Services credential or Certificate of Eligibility for the Administrative Services credential authorizing service as a California administrator.

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. Upon completion of successful training and performance, Level II candidates will be given consideration for assistant principal openings. The District's policy of employing the best available candidates from both inside and outside the District precludes any guarantee of administrative placement.

Compensation:

TAPs will be paid based upon their step and column placement on the teacher's salary schedule. Additional compensation will consist of the following tiers:

Level I: The candidate remains a member of the teacher's bargaining unit, receives a \$1,000 annual stipend and may not formally evaluate certificated personnel.

Level II: The candidate is a part of the Capistrano Unified Management Association (CUMA) receives a \$2,000 annual stipend and may assist the principal in the evaluation of certificated personnel.