



Assistant Principal, Secondary

REPORTS TO: School Principal

OVERVIEW

The Assistant Principal provides administrative assistance to the principal in all aspects of school operations. The AP is responsible for carrying out a variety of administrative and supervisory responsibilities under the direction of the school principal or designee. As a member of the school administrative team, the AP will communicate and exemplify school and District goals, foster teamwork among staff, and comply with appropriate rules, regulations and practices.

DUTIES AND RESPONSIBILITIES

- Monitors and evaluates assigned curricular areas, departments, or programs. Articulates with staff to develop goals, objectives, and action plans; observes classrooms, offices, and activities; demonstrates leadership and offers recommendations for growth and improvement; helps develop and administer budgets in assigned areas.
- Supervises student discipline matters including referrals from teachers, and campus-wide discipline, supervises the In-School Intervention (ISI) and Alternative to Suspension (ATS) programs and is responsible for the Saturday School program; acts on suspensions and expulsions of pupils as required and necessary, this includes presentations to the expulsion panel. It also includes notifications to parents.
- Supervises students during the day and in various school activities in the evenings. The AP is responsible for all extracurricular duty, coordinates and oversees scheduled field trips with the site field trip coordinator; Approves, schedules, and supervises extracurricular events, pep rallies, and assemblies.
- Coordinates one or more programs at the school including but not limited to:
 - Athletics and act as representatives to the Booster Clubs and School Site Council.
 - Student Activities (including Leadership classes)
 - Pupil Personnel Services
 - School Safety and Campus Supervision
 - Emergency Preparedness
 - Attendance and Attendance Improvement. (SARB)
 - Alternative Education Programs
 - Summer School Administrator (with additional stipend). This includes attendance, report cards, discipline, scheduling, and staffing.
- Supervises administration of tests, needs assessments, inventories, and surveys. Prepares reports and communicates information from such activities.
- Communicates with parents, District Office, the public, and other schools and public agencies (including the police, juvenile authorities, and county agencies) as required and necessary.
- Assists in evaluation of certificated and non-certificated employees as assigned. Responsible for teacher duty schedules for supervision.
- Other related professional duties as assigned or directed.

PROFESSIONAL SKILLS

Knowledge of principles, methods, strategies, goals and objectives of public secondary education; curriculum and instruction within a secondary school; progressive student discipline procedures; philosophical and legal aspects of secondary public education; age-appropriate student activities; student behavior management; Multi-Tiered Systems of Support (MTSS), pyramid of interventions, Positive Behavioral Interventions and Supports (PBIS), and Alternative to Suspension (ATS) Programs; campus security procedures; conflict resolution strategies and techniques; methods, strategies, and monitoring of supervision of educational programs.

Ability to interact with middle school students in a positive and effective manner; communicate effectively in oral and written form; establish and maintain cooperative staff, parent, and community relations; demonstrate positive leadership qualities; motivate and encourage staff; use good professional judgment; and effectively analyze problems, issues, and concerns to recommend alternative, proactive, and progressive solutions, ideas, and suggestions.

COMMUNICATION SKILLS

- Strong positive communication, public relation, and interpersonal skills.
- Ability to deal with students and families in a caring, confident, and professional manner.
- Ability to write reports and correspondence consistent with the duties of this position.
- Ability to communicate clearly and concisely oral and written form, verbal and nonverbal ways using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
- Effective use of listening skills.
- Ability to read, analyze, and interpret information.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Ability to delegate a variety of tasks for a number of projects.
- Displays courtesy, tact, and respect when dealing with others.
- Ability to maintain confidentiality

SCHOOL AND COMMUNITY RELATIONS

- Demonstrate leadership and a commitment to educating and empowering youth to reach their fullest potential.
- Strive to establish cooperative relations and make reasonable effort to communicate with parents and/or the community as appropriate.
- Cooperate and share professionally with other members of the staff

SKILLS, KNOWLEDGE, AND EQUIPMENT

- Human relations and management skills. A willingness to work with any student, staff member, and/or parent/guardian.
- Demonstrate professionalism and contribute to a positive work environment.
- Establish and maintain effective working relationships; demonstrates a commitment to teamwork.
- Self-starter with a great personality and compatible with school and District administration and students.
- Knowledgeable about classroom practice in order to successfully facilitate the learning environment, manage time, communications, and record keeping. Complete paperwork accurately. Verify and correctly enter data.
- Knowledgeable about using technology and integrating technology to support instruction.
- Ability to learn and utilize office equipment, computers, and software including upgrades.
- Potential equipment that may be encountered includes but is not limited to: desktop computer, Chromebook, copier, printer, digital cameras, word processing applications, internet, internet tools, Google applications and services, student information system, etc.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
- Ability to work independently with minimum supervision.

- Ability to use independent professional judgment and demonstrate initiative to act without being asked.
- Exercise self-control and perseverance when dealing with and interacting with students.
- Exhibit consistency, resourcefulness, and resilience.

CONTACT

Daily contact with students, instructional staff, pertinent classified staff, and building administrators; occasional contact with parents, District administration, school board members, and the community.

JUDGMENT AND DECISION MAKING

The position requires good sound professional judgment; exceptional organizational skills; ability to follow instructions, policies, and procedures; independence and initiative; and ability to work in a collegial manner with others. Work is guided by *Nicolet Middle School* and the *Banning Unified School District* policies and procedures.

MENTAL FUNCTIONS

While performing the duties of this position, the employee is regularly required to instruct, communicate, coordinate and use interpersonal skills; frequently required to compare, analyze, evaluate, and; occasionally required to compute, calculate, project, synthesize, compile, and negotiate.

PROFESSIONAL DEVELOPMENT

While performing the duties of this position, the employee shall participate as appropriate in continuous study and/or attend conferences, workshops, or training to maintain and enhance own knowledge in accordance with site and District goals, guidelines, policies, processes, and budget allocations.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

PHYSICAL DEMANDS: The physical demands described here are representative of those met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is regularly required to stand, walk, sit, and talk or hear.
- The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
- May occasionally require physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to work within various degrees of noise, temperature, air quality, and conditions. Flexibility and patience are required. Position responsibilities may include both inside and outside duties.

The employee may experience interruptions and inflexible deadlines. The noise level in an environment may range from quiet to loud. The work environment may vary from extremely cold to extremely hot depending on the activity and the season of the year. In-District and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

SAFETY AND HEALTH

The AP must have knowledge of universal hygiene precautions, site comprehensive safety plan, and site emergency preparedness plan

EVALUATION

Performance of this position will be evaluated regularly in accordance with the school board’s policy on the evaluation of certificated management.

IMPORTANT NOTE

The above statements are intended to describe the general nature and level of work being performed by the position. The statements are not intended to be an exhaustive list of all responsibilities, skills, and duties required of the position.

EXPERIENCE AND EDUCATION

EXPERIENCE

Three years of successful teaching experience required.
Previous school administrative, administrative designee, or school site leadership team experience, preferred.

EDUCATION

Completion of a Master’s degree or higher from a regionally accredited college or university in educational administration, student discipline and services, curriculum or a closely related field.

CERTIFICATION REQUIREMENT

Possession of a valid California credential authorizing service as a secondary school administrator.

LICENSE REQUIREMENT

Possession of a valid California Department of Motor Vehicle Driver’s License.

CONDITION OF EMPLOYMENT

Insurability by the District’s liability insurance carrier.

DESIRABLE QUALIFICATIONS:

Ability to speak, read and effectively communicate in Spanish a plus.

WORK YEAR

212 days

SALARY: *Banning Unified School District* current Certificated Management