

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-3504

JOB TITLE: *High School Assistant Principal/210 days*
 Middle School Assistant Principal/210 days
 Elementary School Assistant Principal/210 days

WORK YEAR:

JOB DESCRIPTION: *Under the direction of the Principal or designee, to provide leadership at a comprehensive, (TK-6, 6-8 or 9-12) in the development and maintenance of the school's educational program, teacher assessment, student activities, discipline and attendance; to exercise leadership in the community in conformity with district policy.*

REPRESENTATIVE DUTIES: *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)*

- *Assists the principal in the overall operation of the school and acts as chief administrator in the principal's absence. (E)*
- *Handles matters of student supervision, student discipline, student attendance, student activities, and other areas involving students, as assigned by the principal. (E)*
- *Interprets and applies state, county and school district laws, regulations, policies and procedures at the school site. (E)*
- *Supports the principal to provide instructional leadership to implement effective teaching strategies and include curricular programs to meet the needs of all students. (E)*
- *Handles referrals for counseling and discipline with disposition ranging from conferences to removal from school. Works closely with students and families in crisis situations that arise. (E)*
- *Plans and implements staff development activities. (E)*
- *Interviews, recommends for employment, supervises and evaluations for certificated and classified personnel in accordance with the district's uniform guidelines for evaluation and assessment, and recommend and take appropriate action (E)*

- *Directs activities necessary to support a program of student discipline by conferring with parents and teachers concerning problems of student adjustment, assists the teacher as necessary in maintaining discipline, supplies student records and recommendation as requested. (E)*
- *Assists with interpretation of the school program and its curriculum to parents through*

parent organizations, open houses, personal conferences, written communications, etc.
(E)

- *Promotes greater understanding among community groups of school objectives, accomplishments and challenges. (E)*
- *Participate in meetings and planning that promote student involvement and achievement, including attendance at Individualized Educational Plan (IEP), 504 plan, and Student Study Team (SST) meetings. (E)*
- *Supervises educational activities, including extra-curricular activities. (E)*
- *12. Performs other duties as assigned.*

MINIMUM QUALIFICATIONS: *Knowledge of:*

- *Principles of administration and supervision.*
- *Staff development organization and techniques.*
- *Educational curriculum and instructional services and methods.*
- *Laws and regulations relating to educational and instructional programs.*
- *Best practices for implementing effective school practices and policies.*

Ability to:

- *Maintain cooperative relationships with administration, staff, parents and community at large.*
- *Supervise personnel, manage budgets, and provide requisite reports/accounting.*
- *Relate effectively with a wide variety of professional staff members and community at large.*
- *Deliver curriculum and program, and establish positive relationships and communication.*

PHYSICAL

- **Standing/Walking:** Frequently; through out office and school areas.
- **Sitting:** Frequently; at desk or computer while completing paperwork, keyboarding, answering phones, etc.
- **Lift/Carry:** Frequently, 1-5 lbs.; paperwork, files, supplies, materials. Occasionally, lifts up to 20 lbs. records, supplies.
- **Push/Pull:** Occasionally, 5-10 lbs. force; opening drawers and doors.
- **Climbing:** None.
- **Bending/Twisting:** Frequently; at waist/knees/neck while working at desk or moving from seated to standing position.
- **Kneeling/Crouching:** Rarely; while handling materials on lower file drawers/shelves.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering/keyboarding while performing administrative tasks throughout the work shift.
- **Sight:** Constantly; in reading, sorting, identifying text materials, etc.; visual requirements

include visual acuity in near- and mid-range vision.

- **Speech/Hearing:** Frequently; in answering questions and determining needs of staff and students both in person and over phone.

MENTAL

- Ability to communicate effectively orally and in writing, and work easily with staff and students when under stress of multiple tasks or frequent interruption.
- Frequent mental alertness, attention to detail, and accuracy required in maintaining confidential records.
- Must be able to work independently and follow through on all tasks.
- Must be able to plan and prioritize work to handle multiple tasks and requests.
- Must be able to use logic and organizational skills to prepare, assign, and maintain department records in an accurate and orderly manner.
- Ability to work with students to minimize disruptive behaviors.
- Must be able to read/write/speak English and possess basic mathematical skills.

Work Conditions

Location: Work is performed in school office setting.

- **Hazards:** No specific hazards noted.
- **Equipment Used:** Computers, printer, copier, fax, and telephone.

Employment Standards

- *Five (5) years of successful teaching experience and administrative experience is desirable. M.A. desirable.*
- *Valid California Standard Elementary or Secondary Teaching Credential and an Administrative Services Credential*
- *Valid California driver's license, with proof of auto insurance*
- CPR and First Aid Certifications

SALARY: *Placement on the Management Salary Schedule, Range:*

High School Assistant Principal Range 3

Middle and Elementary Assistant Principal Range 3 (a)

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and

additional duties may be assigned.

Board Approved 12/14/2022