

## SILVER VALLEY UNIFIED SCHOOL DISTRICT

**TITLE:** Assistant Principal

**REPORTS TO:** Assistant Superintendent – Educational Services

**SALARY RANGE:** MCSS 1 - 6

**DESCRIPTION:** Under the direction of the Assistant Superintendent of Educational Services; administer and evaluate the operations and programs of the school(s); participate in staff, student and community activities; organize, direct, supervise and evaluate assigned certificated and classified staff; direct activities regarding personnel, the physical plant, budget, student services and activities, curriculum and instruction and communications and articulation with the district and other educational levels; promote parent and community involvement.

### **PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

- Supervises instructional personnel for the purpose of maintaining ongoing community support for educational/student achievement goals and/or assisting with issues related to school environment as assigned.
- Assist in implementation of curriculum alignment to the State Content Standards, performance-based assessments, use of instructional technology and articulation efforts.
- Assist principal in providing leadership to the staff in assessing school needs and determining objectives as the basis for developing long and short-range plans with a focus on student achievement.
- Assist with standardized test results of students in the school site and complete related reports.
- Assist principal to coordinate and supervise audit preparation for the successful accreditation from Western Association of Schools and Colleges (WASC) or other board approved accreditation.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational/student achievement goals and/or assisting with issues related to school as assigned.
- Assist in the oversight of school site Special Education programs.
- Attend professional meetings and other meetings regarding district business, SST's, IEP's, etc. as directed by the principal.
- Assist in evaluation of student progress in the instructional program by discussions with teachers, counselors and review of student data and records.
- Evaluates personnel ensuring standards are achieved and performance is maximized as assigned.
- Processes student disciplinary actions, personnel actions and/or related matters for the purpose of documenting such actions and adhering to district policies and/or education code.
- Maintain high standard of student conduct and enforce discipline as necessary, affording due process to the rights of students.
- Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve medical, attitude, discipline and learning problems.
- Assist in managing school administrative functions (i.e. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) coordinating activities and ensuring outcomes achieve school, district and/or state objectives as assigned.
- Facilitates communication between personnel, students and/or parents evaluating situations, solving problems and/or resolving conflicts.
- Prepares various written documents (e.g. correspondence, reports, analyses, etc.) providing written support and/or conveying information.
- Work closely and cooperatively with the principal and as a member of the district management team.
- Acknowledge accomplishments of staff members and student
- Establish, maintain and nurture effective working relationships with parents, community members, students, and school related outside agencies.
- Assist in developing the master schedule of teaching schedules and special assignments.

- Supervise the maintenance of accurate records on the progress and attendance of students.
- Analyze and evaluate data for specific use as assigned.
- Prioritize workload and conflicting demands.
- Effectively work in a demanding environment.
- Demonstrate organizational, time management, analytical and problem solving skills.
- Maintain a clean, safe and healthy school environment and facility.
- Supervise extra-curricular activities as assigned.
- Attend a wide variety of school events and/or competitions as assigned.
- Use interpersonal techniques with tact, patience and courtesy.
- Understand and be sensitive to, and have respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of students and staff.
- Other duties as assigned.

**Knowledge of:**

- Site and staff management
- Community relations
- Curriculum development and supervision
- Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction.
- Classroom procedures which promote appropriate student conduct and motivation for student learning.
- Child guidance principles and practices.
- Applicable sections of the State Education Code and other applicable laws.
- Research methods and report writing techniques
- Current trends and research concerning the growth and academic development of children
- Special Education programs and requirements for students.
- Applicable state advisory documents, curriculum standards and District benchmarks in all subjects taught within the high school setting.
- Standardized student testing requirements for applicable levels.
- Adequate Yearly progress report requirements applicable to the school site.
- School improvement programs, goals and objectives.
- Federal/State/Local requirements

**Ability to:**

- Monitor children on the school site.
- Assist school staff in improving the academic progress of the school site.
- Assist in scheduling classes and assign students and teachers according to regulations and collective bargaining agreements.
- Display the use of good judgment in making decisions.
- Respond to the changing rules and regulations related to education and curriculum.
- Work independently with little direction and provide work direction to others.
- Develop and provide effective presentations to the public.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Motivate pupil's ability.
- Maintain a visible presence on campus.
- Maintain professional relationships with pupils, parents, colleagues and supervising staff members.
- Communicate effectively both orally and in writing in a clear, concise and timely manner
- Work cooperatively with fellow administrators and central office staff.
- Maintain a high level of confidentiality.

**License and Other Requirements:**

- Administrative Services Credential or Proof of Enrollment in accredited Administrative Services Credential Program is required
- Three to five years of successful classroom/site experience
- Possession of a valid and appropriate California Driver's License and a California Department of Motor Vehicles driving record printout.
- Proof of insurability by District liability insurance carrier may be required.

**Education:**

- Masters Degree in Related Field
- Doctorate in Education Administration desirable but not required.

**Physical Demands:**

- The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**REGULAR WORK YEAR:**                      210 Days

**Board Approved:**