

**ASSISTANT PRINCIPAL (HIGH SCHOOL)**Job Summary

Under the direction of the High School Principal, the Assistant Principal shall serve as a member of the school site management team and will perform delegated responsibilities in the areas of: student control and discipline; supervision of attendance accounting; curriculum and staff evaluation; perform other duties as assigned

Qualifications:Required:

- Valid Administrative Services Credential
- Master's Degree
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

Desirable:

- Demonstrate qualities of leadership requisite to the supervision of personnel.
- Knowledge of curriculum and instruction, and legal aspects of student discipline and attendance

Knowledge and Ability:

1. Ability to confer with teachers, students and parents and decide appropriate disciplinary measures when necessary
2. Knowledge of school rules and procedures
3. Knowledge of group dynamics, knowledge of interpersonal relationships, ability to work with people
4. Knowledge of State law, district policy and school rules concerning pupil conduct and discipline, attendance, and truancy
5. Knowledge of district policy and State laws related to evaluations
6. Knowledge of Board objectives and district goals
7. Knowledge of all provisions of the contract; knowledge of district's procedures for meeting the contract provisions; knowledge of Education Code provisions governing employee organization contract
8. Ability to drive a car

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Establishes and enforces discipline policies and procedures in accordance with district, state and federal regulations
2. Supervises attendance accounting and handles problems related to truancy
3. Coordinates all pupil personnel services
4. Keeps accurate records
5. Coordinates teacher supervision of campus
6. Assists in the evaluation of teachers
7. Participates in curriculum planning and development
8. Consults with counselors, school nurse and District Psychologist concerning the needs of pupils
9. Serves a principal of the school in the absence of the principal

Physical Requirements of this position are, but not limited to, the following:

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1. Mental acuity to advise and consult with students, personnel, administrators, parents and others relating to programs and services
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read a computer screen, laws and codes, rules and policies, and other printed matter and related materials, with or without vision aids
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone
7. Physical agility to lift, bend, stoop, climb stairs, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.