

ASSISTANT PRINCIPAL – KINGS LAKEJob Summary

Under the direction of the Superintendent or designee, the Alternative Education Assistant Principal serves as the educational leader and chief executive of the opportunity class program, the independent study program, the adult education program, and other education programs as assigned; to be responsible for the direction of the instructional program, operation of the school, participation in staff and student activities and exercise leadership in the community; performs other duties as assigned.

Qualifications Required

- Valid Administrative Credential
- 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)

Qualifications Desirable

- Master's Degree

Knowledge and Ability

1. Demonstrate qualities of leadership requisite to the supervision of personnel
2. Knowledge of curriculum and instruction, legal aspects of student discipline and attendance, and school level budget management
3. Knowledge of curriculum and state and local requirements for graduation
4. Knowledge of local and state laws pertaining to opportunity class, independent study, and other K-12 alternative education programs assigned
5. Knowledge of counseling techniques – familiar with at-risk students
6. Knowledge of proper cum reporting
7. Knowledge of state laws pertaining to students under age 18 enrolling in adult education
8. Knowledge of state laws and local policies concerning entry into opportunity class, independent study, and other alternative education programs
9. Knowledge of education code and district policies relating to discipline, attendance and accounting and for all alternative education programs assigned
10. Knowledge of required state reports and surveys
11. Knowledge of completing work permits and record keeping
12. Knowledge of law regarding student rights and responsibilities; knowledge of requirements regarding discipline
13. Knowledge of all provisions of the contract, including education code and district procedures for meeting the contract provisions
14. Knowledge of Board objectives and District goals
15. Knowledge of budgeting practices

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

1. Interprets and applies state, county and district laws and policies
2. Directs and assists assigned staff in carrying out an effective instructional program through conferences, meetings, bulletins, in-service workshops, demonstrations, experimentation, interpretation of guides and classroom visitations
3. Promotes the professional growth of the assigned staff through personal counseling, participation in study conferences and committees, and evaluates assigned personnel in accordance with the district's uniform guidelines for evaluation and assessment, and recommends appropriate action
4. Directs the educational activities of the school by implementing prescribed instructional programs including the directions of instructional methods and use of equipment and control of curriculum standards, directs assigned programs for exceptional students, and interprets results of testing programs to the staff

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5. Insures that proper procedures are followed when a student is considered for enrollment into or exits from the opportunity class program, independent study program, and other K-12 alternative education programs assigned
6. Responsible to see that students under the age of eighteen who enter adult education have the proper counseling before entering and that all state guidelines are followed before enrolling such a student
7. Responsible to keep current with adult legislation and report to the superintendent any changes that will affect the district
8. Responsible for the scheduling and promotion of the adult education
9. Directs and coordinates the activities of assigned personnel including teachers, secretaries and custodial staff
10. Develops and/or maintains budgets for adult education, the opportunity class program, the independent study program, and/or other K-12 education program as assigned
11. Directs activities necessary to support a program of student counseling and discipline by conferring with parents, health and guidance staffs, and teachers concerning programs of student adjustment, assist the teachers as necessary in maintaining discipline, and supply student records and recommendation as requested for students in K-12 alternative education programs
12. Responsible to procure records for students in the adult programs, evaluates each one's academic progress, and indicates to the teachers which courses are still needed for graduation
13. Evaluates each adult student's academic record to insure that all graduation requirements have been met before issuing an adult high school diploma
14. Responsible to prepare a list of proposed course titles for the adult education program and present them to the Board of Trustees each year at the appropriate time
15. Develops/assists in the development of policy related to district goals and objectives
16. Assist in the development of policies for the operation of the school district
17. Directs and manages the opportunity class program, and the other alternative programs assigned
18. Assumes responsibility for development, implementation, and evaluation of the opportunity class program, the other alternative education programs assigned
19. Completes and forwards all state and local reports to the district office or the state as appropriate
20. Responsible to see that daily attendance is recorded and reported as per state regulations
21. Orders all materials and supplies necessary
22. Writes course outlines for each adult education course in accordance with state guidelines
23. Provides an up-to-date student handbook and teachers' handbook
24. Secures transcripts from other schools for out-of-district students
25. Secures cum folders from the main campus from the main campus for high school transferees in the opportunity class and other "seat-time" alternative education programs assigned
26. Makes all student class assignments for students in the opportunity class and other "seat-time" alternative education programs assigned
27. Provides teachers in the opportunity class programs, the independent study program, and other K-12 alternative education programs with pertinent information regarding previous academic and behavioral records on incoming student
28. Plans for the full utilization of the services of the Assistant Superintendent, Project Director, District Psychologist where such services can be used to augment the program of the school
29. Provides adequate leadership in developing and implementing rules necessary for a safe, effective and efficient school
30. Maintains open communication with the Superintendent and his staff by informing conditions, needs, and activities of the school; and by submitting records and reports when due
31. Plans for the efficient use of instructional supply funds and annually submits recommendations for necessary capital outlay expenditures
32. Suspends pupils whose behavior is such as to warrant such action in the opportunity class program, the independent study program, and other K-12 alternative education programs assigned
33. Acts as the contact person between the district and Health and Human Services and the Job Training Office for programs involving adult students
34. Performs other duties as assigned to benefit the position, the site and the district.

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

1. Mental acuity to effectively manage educational programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of tasks.
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, and to reach overhead.
8. Facility to drive a car.

Working Conditions

- Continuous sitting, reading, writing and typing
- Continuous hand-eye coordination and manipulation of large and small object
- Frequent standing and walking
- Occasional lifting of objects weighing up to forty (40) pounds
- Occasional twisting, reaching, stretching, pushing, pulling and dragging
- Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at varying distances; and verbal and written communication in an articulate manner

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