

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title: Assistant Principal

Reports To: Principal

Department: High School

Classification: Management/Supervisory

Work Year: 11 Months

Salary: Management Salary Schedule

Basic Functions:

The Assistant Principal, under the supervision of the Principal, is primarily responsible for the planning, organizing, staffing, directing, controlling and evaluation of educational programs and student services. The position may encompass some or all representative duties listed.

Representative Duties:

1. Shall work cooperatively with the total management team to ensure support and articulation for the total operation of the high school and the achievement of District goals.
2. Shall adhere to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations.
3. Planning, organizing, and implementing programs and services that result in the improvement of the educational achievement of students, including state and district test programs.
4. Planning, organizing, and implement a program of staff development that will result in improved performance and productivity.
5. Planning, organizing, and implementing appropriate procedures relating to High School accreditation activities.
6. Planning, organizing and implementing a counseling and guidance program which results in student's awareness of their educational needs.
7. The identification of educational programs and services to meet students' needs and appropriate placement in programs, including the examination of alternatives such as continuation/alternative high school placement.
8. Establishing and monitoring student registration procedures.
9. Planning, organizing and implementing a system for processing data which results in necessary and required reports
10. Shall establish, distribute and expend within budgetary limitations, the financial resources under his/her assigned classification.
11. Plan, implement and coordinate effective campus supervision, which will result in a safe and secure campus.
12. Plan, schedule, and supervise special events, to include baccalaureate and graduation exercises.

13. Plan and organize a program of communication with students and parents to develop an understanding of the Code of Behavior and consequences for misbehavior.
14. Plan, organize, implement and supervise a student body government program. (ASB activities)
15. Plan, organize and implement under the direction of the principal, a personnel performance evaluation system for both certificated and classified employees.
16. Shall perform such additional duties and obligations as mandated by law, Board policy or administrative directive and such other duties as assigned by the Principal.

Knowledge and Skills Required:

- Working knowledge of District policy and procedures
- Organizational and problem solving skills
- Oral and written communication skills
- Experience in facilitation and collaboration

This description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

Education and Experience:

Successful and extensive teaching experience preferred.

Licenses, Certifications and Testing Required:

- Valid California Teaching Credential.
- Valid California Administrative Credential
- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- Must possess or have ability to obtain a valid California Driver's License.

Physical Requirements and Working Conditions:

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, the individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by the job include close vision and distant vision. Frequently driving is essential in meeting the demands of the job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, while interacting with the public and other workers. Occasionally, the position requires the employee to work irregular and extended hours. Directly responsible for the safety, well-being or work output of other people. Ability to meet multiple demands from several people.