

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title: Assistant Principal-Middle School	Reports To: Principal
Department: School Site	Classification: Management/Supervisor
Work Year: 11 Months	Salary: Management Salary Schedule

Basic Functions:

Under the direction of the principal, the assistant principal will plan, supervise and participate in the discipline function of a middle school; assist the Principal in administrative duties and assure the safety and security of the school plant; supervise and evaluate the performance of assigned staff.

Representative Duties:

1. Perform a variety of administrative duties to assist the principal in managing a middle school; assume the duties of the principal, as assigned.
2. Plan, organize, direct, and participate in disciplinary actions, develop and implement programs and incentives to promote and improve student attendance and conduct.
3. Investigate, analyze, and evaluate discipline and attendance problems; resolve problems and reach prompt, fair, and appropriate resolutions.
4. Assist principal by administering special program as assigned; assist in providing educational program decisions and services.
5. Develop and administer disciplinary procedures in accordance with district policies; plan and organize interventions with student support services, such as Child Welfare and Attendance, Student Assistance Programs, and other agencies.
6. Plan and organize a program of communication with student and parents to develop an understanding of the Code of Behavior and consequences for misbehavior.
7. Supervise, select, assign and evaluate performance of designated personnel.
8. Attend a variety of workshops, meeting, and conferences to develop and enhance administrative skill, remaining current in educational research, techniques, and legislation.
9. Perform related duties as assigned.

Knowledge and Skills Required:

- Working knowledge of curriculum and instruction.
- Experience in curriculum development and instructional coaching preferred.
- Organizational and problem solving skills.
- Oral and written communication skills.
- Experience in facilitation/collaboration preferred (e.g. DuFour training).

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 or California Identification Card.
- Ability to meet No Child Left Behind requirements.
- Ability to obtain English Language Authorization.

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. 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.