

## SAN YSIDRO SCHOOL DISTRICT

**TITLE:** Assistant Principal  
**DEPARTMENT:** As assigned  
**FLSA:** Non-Exempt  
**Revised:** February 2016

**REPORTS TO:** School Site Principal  
**CLASSIFICATION:** Management (207 Days)  
**SALARY:** Management Salary Schedule (Range 38)  
**Board Approved:** February 25, 2016

**BASIC FUNCTION:** The Assistant Principal's primary job responsibility is the supervision, discipline, and monitoring of students. The Assistant Principal, under the direction of the Principal, implements and enforces school board policies, administrative rules and regulations. In the absence of the Principal, the Assistant Principal shall assume the duties and responsibilities of the Principal. The Assistant Principal will work cooperatively with the Principal and administrative team, support district-wide goals and initiatives, and be held directly accountable to the Principal.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Adheres to and enforces board policy, school guidelines, administrative directives, the Master Contract, and district standards.
- Enforces guidelines to maintain proper discipline and conduct.
- Assists in the development and administration of policies dealing with discipline, conduct, and attendance.
- Communicates relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents.
- Assists the Principal with student suspensions and expulsions.
- Works with and assists faculty in the development of effective classroom discipline and organization.
- Assists with the development of the School Site Safety Plan. Works with Principal to implement the plan to maintain a safe school environment.
- Assists Principal with safety drills on a regular basis and is able to implement emergency evacuations and lock-downs effectively.
- Assists in curriculum development to meet the needs of all students.
- Prepares required reports and paperwork such as discipline reports, suspension reports, expulsion paperwork, discrimination complaints, injury reports, parent communications, and other paperwork as assigned.
- Works with the Principal in the preparation of appropriate handbooks.
- Assists in the selection and mentoring of staff.
- Supervises and evaluates staff (certificated, classified) as assigned.
- Assists in the development of the Single Plan for Student Achievement and the school site budget.
- Works as a team member to meet the system-wide needs of the district.
- Assists with supervision before and after school, during the school day, and during special school events.
- Assists in the care and management of the building and grounds, furniture, equipment, apparatus, books, and supplies.
- Provides for adequate supervision of children at all times in accordance with Title V Section 5552 of California Civil Regulation (Playground Supervising).

- Effectively perform the mandated reporting requirements in compliance with California Penal Code 11164-11174.3.
- Notifies the Principal when maintenance is needed.
- Performs other duties as assigned by the Principal or District Administrator.

## **KNOWLEDGE**

- Demonstrated knowledge of best practices in curriculum and instruction, assessment, program evaluation, evidence of classroom effectiveness, budget management, and data analysis.
- Demonstrated knowledge of school operations and management.
- Demonstrated knowledge of leadership development.
- Demonstrated knowledge of state and federal regulation and requirements governing public education programs.

## **ABILITIES**

- Ability to organize activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment.
- Ability to work flexibly to independently work with others in a wide variety of circumstances.
- Ability to effectively present information and respond to questions from groups, parents, and the general public.
- Ability to relate well and work collaboratively with stakeholders.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

- Preliminary California Administrative Services Credential or Certificate of Eligibility.
- Strong leadership and planning skills.
- Strong oral and written communication skills.
- Master's Degree in Educational Administration is preferred.
- At least three years of experience as a classroom teacher.

### **DESIRED QUALIFICATIONS:**

- Bilingual and Biliterate (English / Spanish)

## **WORKING CONDITIONS**

Indoor and outdoor school settings which can include office and outdoor interactions.

## **PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.