

Sweetwater Union High School District

ASSISTANT PRINCIPAL – JR. HIGH/MIDDLE SCHOOL

Purpose Statement

The job of Assistant Principal, Jr. High/Middle School is done for the purpose/s of supporting the Jr. High/Middle School Principal, performing school site activities as may be delegated by Principal; and representing the school within district and community.

Essential Functions

- Assists in the administrative operation of the school site (e.g. facility management; approving budget expenditures; interfacing with vendors; interviewing, hiring and dismissal recommendations; supervising non-instructional staff; mentoring, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
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- Supervises assigned school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Implements district and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Chairs committees, as assigned by the Principal (e.g. curriculum, safety, site advisory, special district committees, discipline, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Supports principal for the purpose of providing assistance with administrative functions.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Creates a wide variety of written reports and materials (e.g. quantity reports, discipline plans, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring compliance with established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent mandated federal, state, local and district policies, codes, rules and regulations; current and legacy instructional approaches and methodologies; budget principles; collective bargaining processes and contract administration; and principles of conflict resolution.

ABILITY is required to organize activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with detailed information/data; setting priorities; establishing and maintaining effective relationships; working with frequent interruptions; and frequently working extended or nonstandard hours.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 35% walking, and 15% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Education/Experience

Master's degree from an accredited college or university with major course work in education. Three years of successful experience in an educational setting.

Required Testing

None Specified

Certificates & Licenses

Valid California Driver's License
California Teaching Credential/Counseling Credential
California Administrative Services Credential or
Certificate of Eligibility for Administrative Credential

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and
Criminal Justice Fingerprint/Background Clearance

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410