

## Sweetwater Union High School District

### ASSISTANT PRINCIPAL – STUDENT ACTIVITIES

#### Purpose Statement

The job of Assistant Principal, Student Activities is done for the purpose/s of directing and calendaring all site student activity programs; directing and ensuring the integrity of the financial management of all student body funds; coordinating and supervising the financial management of all school publications and athletic programs; coordinating and scheduling the use of school facilities; assisting in conducting performance evaluations; and acting as the site plant manager.

#### Essential Functions

- Serves as the advisor to the student classes, student senate and student leadership class for the purpose of facilitating communication with administration, faculty, community and the student government representatives.
- Develops the associated student body (ASB) budget for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Coordinates and supervises school-affiliated club activities (e.g. extracurricular activities, proms, banquets, campus assemblies, cheer leading program, campus concession sales, etc.) for the purpose of delivering services in accordance with established objectives.
- Supervises student government activities and related meetings (e.g. campaigns, elections, fundraising activities, athletic eligibility, etc.) for the purpose of ensuring adherence to District policy and integrity of financial transactions.
- Coordinates a variety of activities (e.g. calendars, announcements, campus publicity, transportation, athletic schedules, ) for the purpose of delivering services in conformance with District objectives.
- Negotiates contracts, sales and distribution of student service items (e.g. yearbook, vendors, DJ's, security, etc.) for the purpose of ensuring best price and effective dissemination of items.
- Performs the duties of plant manager (e.g. originating/evaluating requests for repairs/maintenance, coordinating facilities use, assisting in activities, etc.) for the purpose of ensuring District property is maintained in a safe and comfortable manner.
- Assists in evaluating the effectiveness of the instructional program of the school for the purpose of delivering services which conform to established guidelines and regulations.
- Supervises and coordinates cafeteria services for the purpose of ensuring objectives of the free and reduced lunch programs are achieved.
- Supervises assigned school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Supports principal for the purpose of providing assistance with administrative functions.
- Monitors students in a variety of venues (e.g. lunch, passing periods, assemblies, concerts, dances, sports events, etc.) for the purpose of ensuring a safe and positive learning environment.
- Maintains a variety of manual and electronic documents, files and records (e.g. financial records, calendars, etc.) for the purpose of documenting activities, providing written reference, and complying with mandated requirements.
- Prepares written materials (e.g. financial records, tax forms, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

#### 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; performing standard bookkeeping; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform advanced math; 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; accounting/bookkeeping principles; contract negotiation; and principles of conflict resolution.

ABILITY is required to organize a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using 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 widely 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 frequently requires independent interpretation of guidelines; 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 work units; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is 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 secondary teaching/counseling experience.

**Required Testing**

None Specified

**Certificates**

California Teaching/Counseling Credential  
California Administrative Services Credential

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background  
Clearance

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*