

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 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