

North County Joint Union School District
500 Spring Grove Road
Hollister, CA 95023

ADMINISTRATIVE POSITION

JOB TITLE: ASSISTANT PRINCIPAL

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the general direction of the Principal, the Assistant Principal assists in the administration of Spring Grove School.

EXAMPLES OF DUTIES:

1. Assists the principal in the overall administration of the school.
2. Assists in all aspects of elementary curriculum.
3. Serves as principal in the absence of the regular principal.
4. Establishes and maintains a school-wide system of textbook accountability and classroom inventories including fixed assets.
5. Responsible for all district, state, and local assessments, including but not limited to STAR and CEDLT testing.
6. Conducts data collection, organization, compilation, analyses and interpretation of all District, State, and local assessments and reports such assessment results to the board, staff and community.
7. Serves as administrative support for all categorical programs, including but not limited to, support for ELD, Title I and migrant programs.
8. Develops and monitors state and federal program budgets and ensures compliance with regulations.
9. Serves as administrative support for supplemental programs, such as summer school, after school tutorials, Supplemental Educational Services and Migrant Education (PAC 8%-10%).
10. Oversees the Response To Intervention Plan.

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11. Develops, distributes and monitors appropriate, required and mandated communications to staff, parents and community regarding Program Improvement status, Title I, Migrant, and other categorical and special programs.
12. Coordinates, oversees and supervises instructional aide assignments
13. Coordinates, oversees and is a member of the Student Study Team
14. Assists with student supervision.
15. Prepares and distributes school and district reports, as needed (i.e. School Accountability Report Card).
16. Coordinates and is responsible for safety/emergency drills and is a member of the safety committee.
17. Assists in the selection, supervision, and evaluation of all school personnel, certificated and classified.
18. Assists the principal and other staff in maintaining a clean and safe school.
19. Assists teachers in interpreting and implementing the District's curriculum.
20. Recommends curriculum adjustments to meet the special learning needs of individual students.
21. Maintains high visibility and accessibility within all areas of facilities.
22. Responsible for reviewing disciplinary policy and practice and administering, coordinating student discipline. Assists teachers in maintaining discipline.
23. Prepares reports and records as the Superintendent or Principal may assign
24. Assists the Superintendent and Principal in planning and implementing the school improvement program.
25. Assists Superintendent, Principal and teachers as a liaison between home and school.

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26. Continues to grow professionally.

27. Performs other duties as assigned by the Superintendent and/or Principal.

QUALIFICATIONS:

Education and Experience

- California Administrative Credential authorizing service in a K-8 setting.
- Knowledge of various Instructional Methodologies and Differentiated Instruction.
- Excellent communication skills
- Demonstrated ability to work cooperatively with administration, staff and community.
- Demonstrated organizational ability.
- Classroom teaching experience.
- Demonstrated successful experience in increasingly more responsible positions.

Physical Effort/Work Environment

- Must be able to walk, stand, sit for extended periods of time.
- Duties may be performed outdoors and indoors throughout the school year.
- Work at a computer terminal.
- Periodically may be required to lift from 10 to 20 pounds.