

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Assistant Principal, Elementary School	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	0122	WORK YEAR:	202 Days
DEPARTMENT:	Elementary School Site	SALARY:	Range 25 Salary Schedule B
REPORTS TO:	Principal	BOARD APPROVAL:	07-29-04
		BOARD REVISION:	08-16-07

BASIC FUNCTION:

Work with principal and staff to support instructional programs at the school site; assist the school administrator and staff with the interpretation of data; identify scientifically, research-based instruction strategies; coordinate and provide professional development for instructional staff; evaluate effectiveness of instructional practices; supervise and evaluate the performance of assigned personnel; and promote a positive work and learning environment.

STATEMENT OF ACCOUNTABILITY:

Student achievement is a shared responsibility involving the student, family, educators, and the community. The Assistant Principal's leadership is essential. As a leader the Assistant Principal, in collaboration and under the supervision of the Principal, is accountable for the continuous growth of students and increased academic performance as measured over time by state standards and locally determined indicators. The Assistant Principal will have opportunities, under the Principal's direction, to develop leadership skills and knowledge.

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

Work with principal and staff to support instructional programs at the school site; assist the school administrator and staff with the interpretation of data; identify scientifically, research-based instruction strategies; coordinate and provide professional development for instructional staff; evaluate effectiveness of instructional practices. **E**

Serve as a resource to design, plan, implement, monitor, and evaluate instructional programs to include regular monitoring of classroom instruction, analyze and report student achievement data, identify priorities, and plan for focuses and targeted instruction. **E**

Organize, coordinate, and articulate with staff the various extended day activities. **E**

Identify target students, define intervention plans, and coordinate support and monitoring plans; organize and coordinate plans to improve student attendance. **E**

Provide support for the alignment of standards with curriculum, instruction, and assessment; identify best instructional practices, coordinate appropriate staff development training, and provide follow-up support. **E**

Perform a variety of administrative duties to assist the Principal in managing the elementary school; assume the duties of the Principal as assigned. **E**

Assist the Principal in the development, implementation, and evaluation of efforts related to student academic achievement; support the school's efforts to meet district, state, and federal achievement targets. **E**

Supervise and evaluate the performance of designated certificated and classified personnel; model district standards of ethics and professionalism; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing, and selecting new faculty and staff. **E**

Assist in the development, implementation, and evaluation of a positive learning and work environment. **E**

Establish, coordinate, and maintain communication with community and parent groups; attend a variety of meetings and events to represent the elementary school; develop correspondence to promote school activities and achievements. **E**

Assist in interpreting the educational program of the school district and the school to the community. **E**

Provide direction to a variety of faculty, staff, and student programs and services; participate in informal and formal classroom visitations and observations, and provide recommendations and suggestions as appropriate. **E**

Direct the preparation and maintenance of a variety of district, county, state, and federally mandated records and reports; operate a computer to prepare and maintain correspondence, records, and reports. **E**

Maintain current professional knowledge through professional organizations and professional literature as to current trends, innovative practices, and other changes in educational programs. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, three years of successful, full-time teaching, and two years experience in staff training and leadership roles. Preference will be given to persons working with compensatory education programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide personal automobile. Administrative Services Credential or must be enrolled and show proof of enrollment in an Administrative Internship Program and be eligible for the Administrative Internship Credential upon appointment to the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Scientific research-based instructional strategies.
 Program assessment, including analysis and reporting of achievement data.
 Professional development for adults.
 Current applicable laws, codes, regulations, policies, and procedures.
 Instructional standards and faculty requirements.
 School district organization, operations, policies, regulations, and objectives.
 Technical aspects of field of specialty.
 Principles and practices of administration, supervision, and training.
 Interpersonal skills using tact, patience, and courtesy.
 Oral and written communication skills.
 Operation of a computer operation and related software.

ABILITY TO:

Work with principal and staff to successfully implement instructional programs at the school site; assist school administrators and staff with the interpretation of data, development of instructional strategies, and evaluation of effective practices.
 Organize, coordinate, and administer assigned programs and activities related to student attendance, instructional improvement, and improvement of climate and culture.
 Plan and implement professional development for instructional staff.
 Direct, evaluate, and supervise assigned certificated and classified staff.

Establish, coordinate, and maintain communication with community and parent groups.
Assist with the development, implementation, and evaluation of a positive learning and work environment.
Plan and organize work to meet schedules and timelines.
Analyze situations accurately, and adopt an effective course of action.
Complete work with many interruptions.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Communicate effectively both orally and in writing.
Operate a computer and related software.
Prepare and deliver presentations.
Meet district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office and school environment and outside supervising students; subject to constant interruptions; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift light objects.

SAMPLE HAZARDS:

Contact with distraught, dissatisfied, or abusive students, parents, and staff.