

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Assistant Principal, High School	<b>CLASSIFICATION:</b>	Certificated Management (UPE)
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0124	<b>WORK YEAR:</b>	210.5 Days
<b>DEPARTMENT:</b>	School Site	<b>SALARY:</b>	Range 28 Salary Schedule B
<b>REPORTS TO:</b>	Principal	<b>BOARD APPROVAL:</b>	07-29-04
		<b>BOARD REVISION:</b>	

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**BASIC FUNCTION:**

Organize, coordinate, and administer assigned programs and activities related to student discipline, attendance, and instruction at a high school or school of comparable size and complexity; assist the Principal with administrative duties involving student conduct, curriculum development, and school plant operations as assigned; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)**

Plan, organize, coordinate, and participate in programs and activities related to a major high school function, such as instruction or student discipline; enforce applicable state and district codes, policies, and laws; administer district and school site discipline policies and safety programs. **E**

Perform a variety of administrative duties to assist the Principal in managing the high 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; ensure that the school meets or makes satisfactory progress toward district standards. **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 and implementation of identification and early intervention programs that address special needs of at-risk students. **E**

Develop the master schedule of classes, room assignments, school events, and department schedules for the effective utilization of personnel within the school. **E**

Develop and administer disciplinary procedures in accordance with district policies; confer with students, parents, teachers, and community agencies; respond to and resolve parent, student, and staff complaints; suspend or recommend expulsion of students as appropriate; attend expulsion hearings as needed. **E**

Assist with establishing and maintaining a safe and positive school environment that meets the needs of culturally diverse populations. **E**

Conduct conferences with law enforcement, probation, and welfare personnel regarding students. **E**

Supervise students on campus before and after school; monitor students during lunch, recess, and other activities; discipline students according to established procedures. **E**

Establish, coordinate, and maintain communication with community and parent groups; attend a variety of meetings and events to represent the high school; develop correspondence, publicity, and other public relations media to promote school activities, special events, and achievements. **E**

Assist in the development, implementation, revision, and supervision of instructional and other special programs; assure that curricular requirements are properly integrated and coordinated. **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**

Provide direction to the school's guidance and counseling services, student activities, school attendance issues, and plant maintenance; assure programs and services meet established objectives and requirements. **E**

Compile, analyze, and interpret test data to evaluate the effectiveness of instructional programs and testing processes; direct and participate in the collection, compilation, and recording of required data. **E**

Develop and coordinate articulation programs with feeder schools and other schools; assist students with college scholarship information, applications, and awards. **E**

Prepare and present inservices to parents, community, and staff on district school policies, and enforce implementation of same. **E**

Supervise and organize student activities and athletic events; schedule extra-curricular programs, and monitor budgets; attend a variety of school events including athletic events, dances, meetings, and others. **E**

Participate in graduation-related activities including photos, set-up of equipment, and planning of various graduation-related events as assigned. **E**

Direct the preparation and maintenance of a variety of district, county, state, and federally mandated records and reports regarding student attendance, discipline, test scores, cumulative records, and academic achievement; 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:**

Any combination equivalent to: bachelor's degree, and three years of successful, full-time teaching, pupil personnel work, librarianship, health services, or clinical or rehabilitative services experience in public or private schools. While additional administrative or supervisory experience is not required, preference will be given to persons with comparable segment level experience, as well as additional experience in a school system in an administrative, supervisory, or specialist capacity.

#### **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:**

Comprehensive organization, activities, goals, and objectives of an assigned school.

School law administration, applicable sections of the State Education Code, and other applicable laws.

State and local curriculum requirements.

Instructional standards and faculty requirements.

Board and district policies, procedures, and regulations.

Labor relations law and employee contracts.  
State plant facility requirements.  
Principles and practices of administration, supervision, and training.  
Interpersonal skills using tact, patience, and courtesy.  
Oral and written communication skills.  
Basic computer operations.

**ABILITY TO:**

Organize, coordinate, and administer assigned programs and activities related to student discipline, attendance, curriculum and instruction at a high school, or school of comparable size and complexity.  
Assist the Principal with administrative duties involving student conduct, curriculum development, and school plant operations as assigned.  
Direct, evaluate, and supervise assigned certificated and classified staff.  
Direct activities regarding personnel, the physical plant, student services and activities, curriculum and instruction.  
Establish, coordinate, and maintain communication with community and parent groups.  
Assist with the implementation, evaluation, and modification of instructional and categorical programs in accordance with applicable laws.  
Plan and organize work.  
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 oral presentations.  
Meet district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment and outside supervising students; subject to constant interruptions; subject to driving to off-site locations to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; seeing to read and prepare documents and reports, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

**SAMPLE HAZARDS:**

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