

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Assistant Principal, Middle School	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	0128	WORK YEAR:	210.5 Days
DEPARTMENT:	School Site	SALARY:	Range 27 Salary Schedule B
REPORTS TO:	Principal	BOARD APPROVAL: BOARD REVISION:	07-29-04

BASIC FUNCTION:

Organize, coordinate, and administer assigned programs and activities related to student discipline, attendance, and instruction at a middle 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.

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.)

Plan, organize, coordinate, and participate in programs and activities related to the operation of a middle school, or school of comparable size and complexity, including instruction, student discipline, and Special Education programs; 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 middle 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**

Develop and administer disciplinary procedures in accordance with district policies and state laws; confer with students, parents, teachers, and community agencies; respond to and resolve parent, student, and staff complaints; serve on discipline or expulsion panels as assigned. **E**

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

Assist in the development and implementation of identification and early intervention programs that address special needs of at-risk 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**

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**

Establish, coordinate, and maintain communication with community and parent groups; attend a variety of meetings and events to represent the middle 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**

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

Supervise and organize student activities, extra-curricular 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**

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 a middle school, or school of comparable size and complexity.

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

Instructional standards and faculty requirements.

Board and district policies, procedures, and regulations.
 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, and instruction at the school.
 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, view a computer monitor, and monitor student activity; 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 distraught, dissatisfied, or abusive students, parents, and staff.

(Former Classification: Vice Principal, Middle)

Asst Principal-Middle (ZIP 100)

APPROVALS:

Carol M. Mignone, Chief Personnel Officer

Date

M. Magdalena Carrillo Mejia, Ph.D., Superintendent

Date