

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 21, 2014

Revised: February 20, 2019

Salary Schedule: 253; Row 3

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **ASSISTANT PRINCIPAL – MIDDLE SCHOOL**

JOB PURPOSE STATEMENT: Under the supervision of the principal, assists in the administration of a middle school, administers delegated functions which may include development of a master class schedule, evaluation and supervision of the school curriculum and instruction program, coordination and supervision of student activities, assisting in developing the school budget; and other related work as required.

JOB FUNCTIONS:

- Review, analyze and assess student achievement data.
- Support, promote and assist with implementation of Professional Learning Communities.
- Serve as a resource to staff in instructional and classroom management techniques.
- Supervise and maintain an effective student discipline program.
- Interpret and implement Board Policy and applicable state laws.
- Supervise the safety and welfare of students on campus as directed by the principal.
- Work closely with counselors, teachers, parents, and concerned agencies toward the welfare of our students and school discipline conducive to learning.
- Supervise and coordinate extra-curricular activities.
- Attend professional workshops, conferences, and/or college classes to update training.
- Conduct new teacher in-service training and assist new teachers in professional growth, as required.
- Assist in the selection, supervision, and performance evaluation of certificated and classified employees.
- Work with parent groups and attend parent group meetings.

JOB FUNCTIONS - continued

- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs other related duties as assigned.

KNOWLEDGE OF:

- Principles, techniques, strategies, goals, and objective of public education.
- Procedures, methods, and strategies of organization, management, and supervision.
- Modern innovative and creative curriculum and instructional trends regarding the high school age child.
- Curriculum development, instructional program delivery strategies, and program supervision, assessment, and evaluation.
- Result and performance evaluation techniques pertaining to program and personnel performance effectiveness.
- Human relation strategies, conflict resolution strategies, and team building principles and techniques.

ABILITY TO:

- Demonstrate effective instructional, organizational, and administrative leadership.
- Follow safety procedures and written and verbal instructions.
- Work co-operatively with staff, students & public.
- Make independent decisions; work autonomously.
- Demonstrate good judgment and good problem-solving skills.
- Organize tasks, set priorities and meet deadlines.
- Manage multiple tasks.
- Direct, supervise and instruct others.
- Respond appropriately to evaluation and changes in the work setting.
- Analyze problems, determine alternative solutions, and make appropriate and effective decisions.
- Communicate effectively in oral and written form.
- Plan, develop and maintain effective organizational and community relationships.

JOB TITLE: ASSISTANT PRINCIPAL – MIDDLE SCHOOL

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ABILITY TO (continued):

- Build and maintain positive working relationships with students, staff, parents and the community.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Master's Degree from an accredited institution of higher learning is preferred

Experience Required:

- Five (5) or more years of successful teaching experience, secondary-level preferred.
- Two (2) or more years of site leadership experience, secondary-level preferred.
- Demonstrated expertise in curriculum/instructional leadership
- Demonstrated understanding in personnel supervision, budget development, facilities management, and community relations

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Credential and Licenses:

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position