





**ASSISTANT PRINCIPAL, ALTERNATIVE EDUCATION**

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Communicate effectively both orally and in writing.  
Prepare and maintain comprehensive records and reports.  
Operate a computer and other standard office equipment.  
Work involving frequent supervision of events and programs in the evening and variable hours.  
Work with constant interruptions.

Verbal/written fluency in Spanish is desirable.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop, and reach.
- Ability to push, pull, and transport instructional and presentation materials.
- Ability to drive a personal vehicle to conduct business.
- Hearing and speaking to exchange information and make presentations.
- Sitting for extended periods of time.

### **EDUCATION AND EXPERIENCE:**