

## ASSISTANT PRINCIPAL, CONTINUATION HIGH SCHOOL

### BASIC FUNCTION:

Under the direction of the Principal, organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned continuation high school; assist the Principal with administrative duties involving student conduct, school plant operations, curriculum development and instruction as assigned; supervise and evaluate the performance of assigned of certificated and classified personnel.

### ESSENTIAL JOB FUNCTIONS

Plan, organize, coordinate and part

Assist the principal in implementing, directing, and evaluating instructional and categorical programs in accordance with State and federal laws, LCAP, District regulations, and other specially funded program requirements; communicate with teachers to assure that instructional programs meet student needs and District requirements.

Supervise and evaluate the performance of designated personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist in the evaluation of it personnel assigned to the school; recommend discipline, reassignment, or termination action as appropriate; document evidence of substandard performance; assist with recruiting, interviewing and selecting new faculty and staff.

Develop and administer disciplinary procedures in accordance with policies and State laws; receive referrals and 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; implement schoolwide Positive Behavior interventions, supports and other means of correction.

Plan and direct the business operations at the continuation high school.

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Communicate with site and District personnel; update staff on revised policies and procedures and implement changes; read and respond to emails and other correspondence.

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

Assist in planning, organizing and coordinating instructional activities and extracurricular events such as graduation, awards ceremonies, fundraisers, camps, student incentives, community outreach activities and special events at a District continuation high school; assist in carrying out community partnership programs.

Organize, administer, and direct operations of the school plant; assure proper maintenance, and inventory of materials, equipment, buildings, and grounds.

Monitor and oversee attendance functions including SART, SARB, Saturday School, and may parents as needed regarding absent or tardy students.

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

Assist with the oversight of curricular programs, data analysis, and District testing, student interventions and educational incentives.

Supervise behavior management, counseling, guidance, and other support services; assure programs and services meet established objectives and requirements; develop and maintain positive student and staff relations.

Serve as a liaison to Special Education personnel regarding IEP's and section 504 plan meetings.

Assure the health, safety and welfare of students; implement, monitor and update the school safety plan; conduct safety and emergency drills.

Substitute for or relieve other certificated personnel as required.

Direct the maintenance of comprehensive and complex files pertaining to school personnel, plant facilities, inventories, financial information, contracts, insurance, and legislation.

Direct the preparation and maintenance of a variety of District, County, State, and federally mandated records and reports regarding student attendance, welfare, discipline, cumulative records, safety, and academic achievement.

Collaborate with community agencies including police, sheriff, fire, city councils, behavioral health/counseling organizations to address needs and concerns of students, parents, families and site personnel.

Operate a computer and other office equipment as assigned; operate public address/audio visual systems and a two-way radio; drive a vehicle to various sites to conduct work.

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Attend a variety of meetings and conferences; assist the principal by conducting a variety of meetings with faculty, parents, and community representatives; assist in the implementation of staff development and in-service training; coordinate and meet with school site advisory groups; conduct student/parent appeals; represent the school at Board, District, and community functions.

### OTHER DUTIES:

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Comprehensive organizations, activities, goals, and objectives of an assigned continuation school.

School law administration and applications of the State Education Code and other applicable laws. State and local curriculum requirements and design.

Board and District policies, procedures, and regulations.

District technology and systems in order to extract and interpret student data.

Principles and practices of administration, supervision, and training.

Special education policies particular to IEP's and 504 plans.

State child welfare and reporting rules and requirements.

Current instructional standards and faculty requirements.

Educational terminology.

Student information systems and related technology.

Common Core standards and teaching methods.

Labor relations law and employee contracts.

Applicable testing policies and procedures.

State plant facility requirements.

Budget preparation and control.

Interpersonal skills using tact, patience, and courtesy.

Public speaking techniques.

Oral and written communication skills.

Operation of a variety of office equipment, a computer and assigned software.

#### ABILITY TO:

Organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned continuation high school.

Assist the Principal with administrative duties involving student conduct, testing, school plant operations, curriculum development and instructional assignments.

Direct, evaluate and supervise assigned certificated and classified staff.

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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:

#### Professional

*Required:* Master's degree in education, public administration, or related field and three years of experience as a classroom teacher in a public school setting with increasing responsibilities at the site level.

#### Personal

Character, personality, and proper social capability to relate effectively with racially and