Assume the role of the principal in his/her absence.

Perform a variety of administrative duties to assist the Principal in managing the school; assume the duties of the Principal as assigned.

Assist the principal in preparing correspondence, records, reports, and newsletters; on behalf of the principal, communicate with students, staff, parents, and community members; respond to requests for information and assistance.

Assist the principal in developing and implementing school goals, objectives, policies, procedures, and work standards; assist in the preparation of the school budget; assist in developing recommendations for the purchase of supplies, equipment and materials; order supplies as needed.

Assist the principal in the supervision of assigned staff; participate in the selection of assigned staff; provide for the orientation and training of assigned staff; review and evaluate the performance of assigned staff; train staff in work procedures; counsel staff with personnel problems; initiate disciplinary actions within the scope of delegated authority; recommend and implement measures to motivate staff and improve performance; assist with recruiting, interviewing, and selecting new faculty and staff.

Develop and maintain effective relationships with students, staff, parents, and community members; resolve sensitive and complex issues and problems in a timely and effective manner; respond to and investigate complaints and disputes; make recommendations regarding appropriate resolutions.

Develop and maintain a safe learning environment for students and staff; enforce school rules, regulations, and procedures; implement school-wide Positive Behavior interventions, supports and other means of maintaining a safe and orderly school environment; oversee school safety and security procedures; maintain discipline in the absence of assigned staff.

Perform other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Principles and practices of leadership, supervision, training, and performance evaluation.

Principles and practices of effective communication.

Principles and practices of budget preparation and administration.

Principles and practices of effective public relations.

Principles and practices of effective human resources management.

Principles and practices of effective student discipline.

Principles and practices of effective curriculum development and implementation.

Principles and practices of effective instruction.

Principles and practices of effective student assessment.

Principles and practices of effective student counseling.

Principles and practices of effective student activities management.

Principles and practices of effective school safety and security.

Applicable laws, codes, regulations, policies and procedures.

Skill in:

Leading, supervising, training, and evaluating the performance of assigned staff.

Communicating effectively both orally and in writing.

Developing and administering budgets.

Establishing and maintaining effective public relations.

Establishing and maintaining effective human resources management.

Establishing and maintaining effective student discipline.

Developing and implementing effective curriculum.

Providing effective instruction.

Assessing student performance.

Counseling students.

Developing and implementing effective student activities.

Establishing and maintaining school safety and security.

Interpreting, applying, explaining, and ensuring compliance with applicable laws, codes, regulations, policies and procedures.

Ability to:

Lead, supervise, train, and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Develop and administer budgets.

Establish and maintain effective public relations.

Establish and maintain effective human resources management.

Establish and maintain effective student discipline.

Develop and implement effective curriculum.

Provide effective instruction.

Assess student performance.

Counsel students.

Develop and implement effective student activities.

Establish and maintain school safety and security.

Interpret, apply, explain, and ensure compliance with applicable laws, codes, regulations, policies and procedures.

Establish and maintain effective relationships with those encountered in the course of work.

Analyze situations accurately and adopt an effective course of action.

Maintain confidentiality of records and information.

Operate a computer and various software applications.

Operate a motor vehicle.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge, skill, and ability is qualifying. A typical way to obtain the knowledge, skill, and ability would be:

Education:

Graduation from an accredited college or university with a bachelor's degree in education or a related field.

Experience:

Five years of progressively responsible experience in a school setting, including two years of experience in a supervisory capacity.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee frequently is required to walk; stand; and stoop, kneel, crouch, or crawl. The employee occasionally is required to climb or balance and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Meet schedules and timelines.
Interpret, apply and explain rules, regulations, policies and procedures.
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.

: 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.

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

Must hold an Administrative Services Credential or an Administrative Services Certificate of Eligibility.

Must possess a valid California Driver's License.

ENVIRONMENT:
Office/classroom/outdoor environment.
Driving a vehicle to conduct work.
Variable hours.

HAZARDS:
Dissatisfied or abusive individuals.