
Under the direction of the Principal, organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned middle 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.

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

Plan, organize, coordinate and participate in programs and activities related to the operation of an assigned middle school, involving student conduct, school plant operations, curriculum development and instruction as assigned; enforce applicable State and local codes, policies and laws; administer discipline policies and safety programs; implement the school's mission, goals and objectives.

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

Supervise and evaluate the performance of designated personnel; assign duties as appropriate to meet school objectives; assist in the evaluation of itineraries at the school; recommend discipline, reassignment, or termination action as evidence of substandard performance; assist with recruiting, interviewing faculty and staff. Plan and direct the business operations at the middle school; prepare site budgets; assure proper allocation of funds for instructional and non-instructional and materials; order supplies as needed.

Assist the principal in the communication links with community and parent participation activities; prepare correspondence, bulletins, flyers, posters, and notices of the school, and publicity for special events and achievements as appropriate; prepare correspondence to promote school activities and achievements.

Manage and implement communication between staff, parents and students.

of media/technology such as blackboard, school app and various social media sites. 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, spirit days, student incentives, community outreach activities and special events at a District middle school; assist in carrying out community partnership programs.

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

Monitor and oversee attendance functions including SART, SARB, Saturday School; may call 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, State and District testing, student interventions and educational incentives.

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 drive a personal vehicle to conduct business.

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.

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with 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.