

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 21, 2010
Revisions Approved: November 16, 2016
Salary Schedule: 253; Row 1

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 – HIGH SCHOOL

JOB PURPOSE STATEMENT: Under general supervision of the high school principal, assists in the administration of a comprehensive senior high 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:

- Assists the principal in administering and coordinating the total school within the policies established by the Board of Education.
- Assists in evaluating the educational program, services, and personnel as directed.
- Assists the principal in curriculum development and instructional improvement.
- Assists in the selection, supervision, and performance evaluation of certificated and classified employees.
- Counsels with students, teachers, and parents concerning problems of student adjustment to insure student success in school regarding education, social and personal problems.
- Coordinates all guidance services in the school.
- Schedules teachers extra duty assignments.
- Supervises the maintenance of complete school attendance and punctuality.
- Directs and assists teachers in maintaining correct and adequate records of attendance and in reporting school attendance.
- Responsible for student control and all disciplinary actions.

JOB FUNCTIONS (continued):

- Supervises the campus before, during, and after the school day.
- May coordinate and supervise campus supervision personnel.
- Assist in interpreting district and school programs to parents and interested community members.
- Participates in community and professional organizations.
- May coordinate the planning, development, and implementation of the Master Class Schedule.
- Organize and maintain record keeping system for student accountability, identification of student special needs, i.e., English Language Learners, Educationally Disadvantaged Youth, etc., control inventory and other necessary program documentation.
- Work with parent groups and attend parent group meetings.
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs other 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.
- 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:

- Minimum of five years' experience in teaching.

JOB QUALIFICATIONS (continued):

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 or ability to obtain one
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position